



**Text Captions**

Welcome to the NSPS Tutorial on Establishing a Performance Plan in the Department of Defense's Performance Appraisal Application.



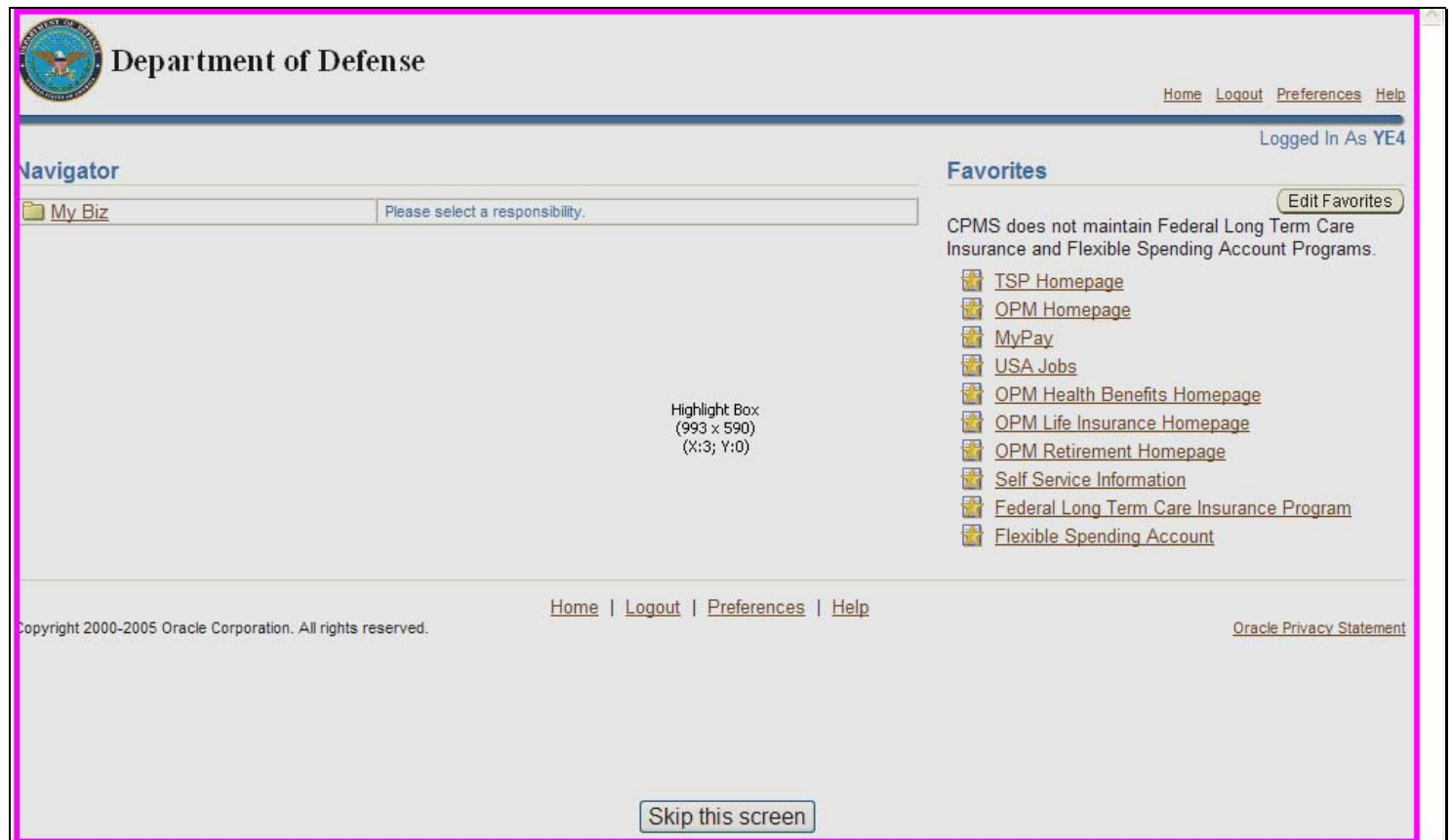
ESTABLISHING  
A PERFORMANCE  
PLAN

## HOW TO USE THIS TUTORIAL



### Text Captions

How to Use this Tutorial.



### Text Captions

This screen gives you a short demonstration on the interface features of this tutorial. If you are familiar with "screencam" demos like this, you can skip it by selecting the Skip this screen button.

### The Content Area

The main part of the screen is the content area. The text, graphics, and simulations of user actions are in this area. Generally, content will be presented similar to watching a movie, without requiring any interaction from you.

### The Playback Controller

This set of buttons allows you to Play and Pause the tutorial.

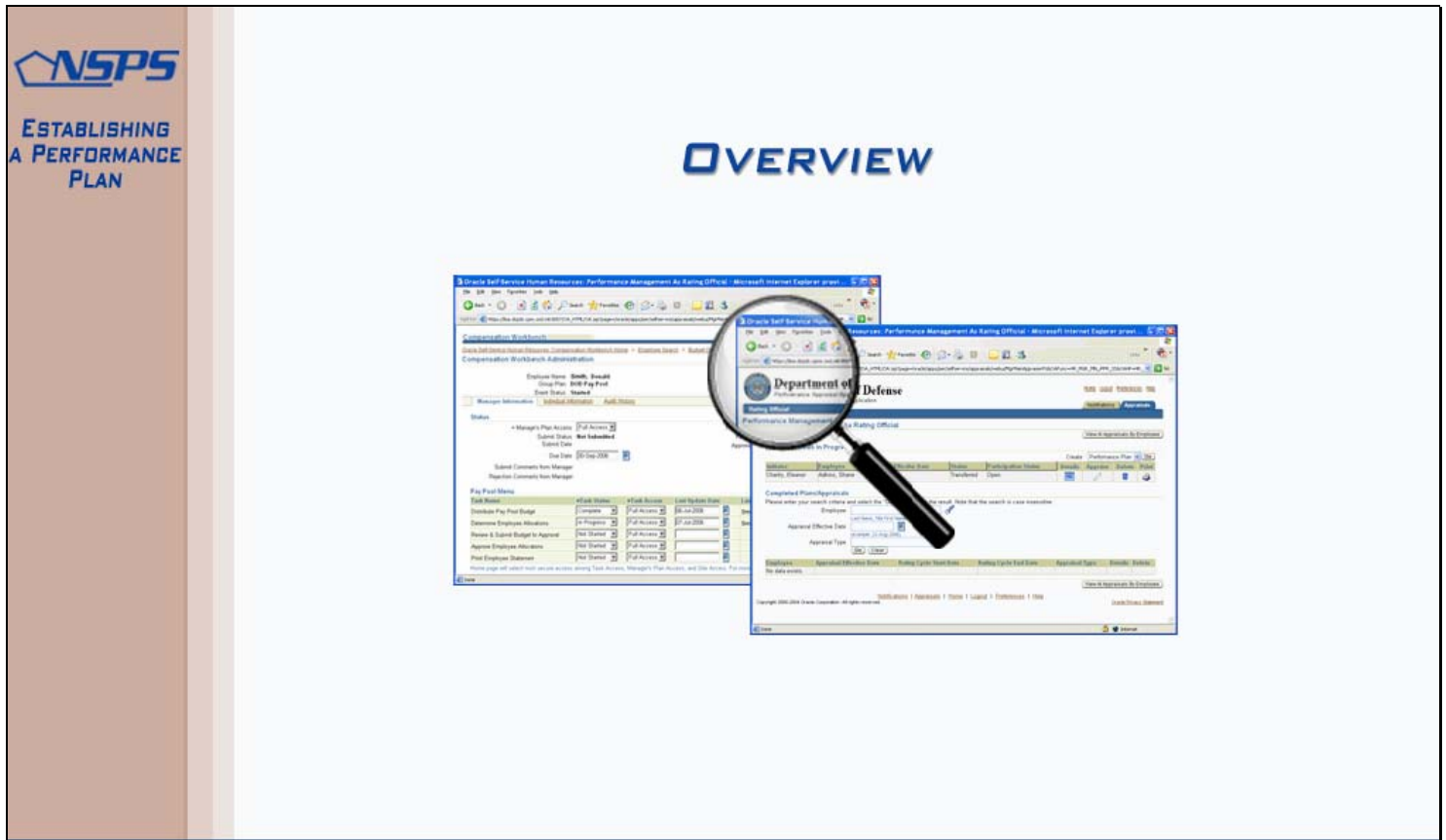
### The Narration Text area

This area shows the text corresponding to the audio narration.



Text Captions

Overview



### Text Captions

This section gives you an overview of the Performance Appraisal Application.

The Performance Appraisal Application is an electronic tool that supports the National Security Personnel System (NSPS) performance management system.

The tool streamlines and automates performance management processes and documentation requirements and makes it easier and more efficient to track and monitor performance.

It is one of two electronic support tools being developed to help employees and supervisors manage performance throughout all phases of the performance management lifecycle.



### Text Captions

The Performance Appraisal Application provides online access to employees and supervisors so you can jointly discuss and document the job objectives and contributing factors that are the basis for appraising your performance.

It provides a single repository to capture and maintain your performance record so that updating your plan is easier.

When the performance cycle is completed, your performance appraisal and your supervisor's recommended rating flow automatically to the other automated tool known as Compensation Workbench (CWB).

This is where the information is used by pay pool panels and pay pool managers to determine final ratings and payout distributions.



**Text Captions**

The Performance Management Lifecycle

## **THE PERFORMANCE MANAGEMENT LIFECYCLE**



### **Text Captions**

The NSPS performance management system has five phases:

Plan

Monitor

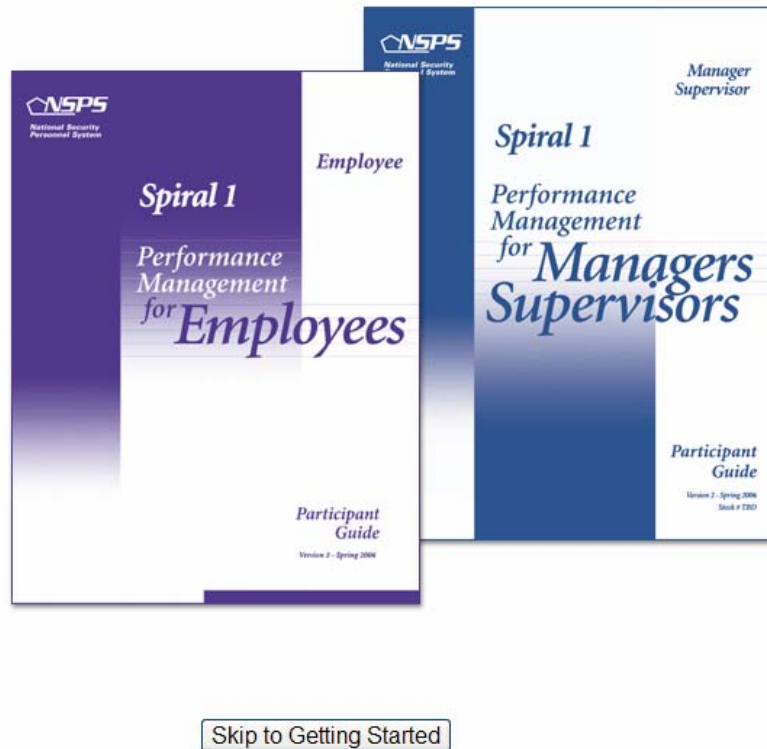
Develop

Rate

and Reward.

During each phase, specific activities are conducted, many of which are completed in the Performance Appraisal Application.





### Text Captions

If you have already taken one of the NSPS performance management courses and are familiar with the performance management lifecycle, you may skip the following section and proceed to the Getting Started section by selecting the above button.

For those of you who want more information, the following section provides an overview of the performance management system.

## **THE PERFORMANCE MANAGEMENT LIFECYCLE**



### **Text Captions**

The Performance Management Lifecycle at a Glance

## ***THE PERFORMANCE MANAGEMENT LIFECYCLE***

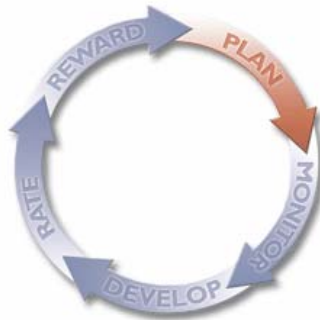


### **Text Captions**

The Performance Appraisal Application is an electronic tool that supports the lifecycle of the NSPS performance management system and consists of five phases. During each phase, specific activities are conducted.

Many of these activities are completed in the Performance Appraisal Application. Let's take a moment to review the performance management lifecycle.

## PLAN PHASE



### Text Captions

#### Plan Phase

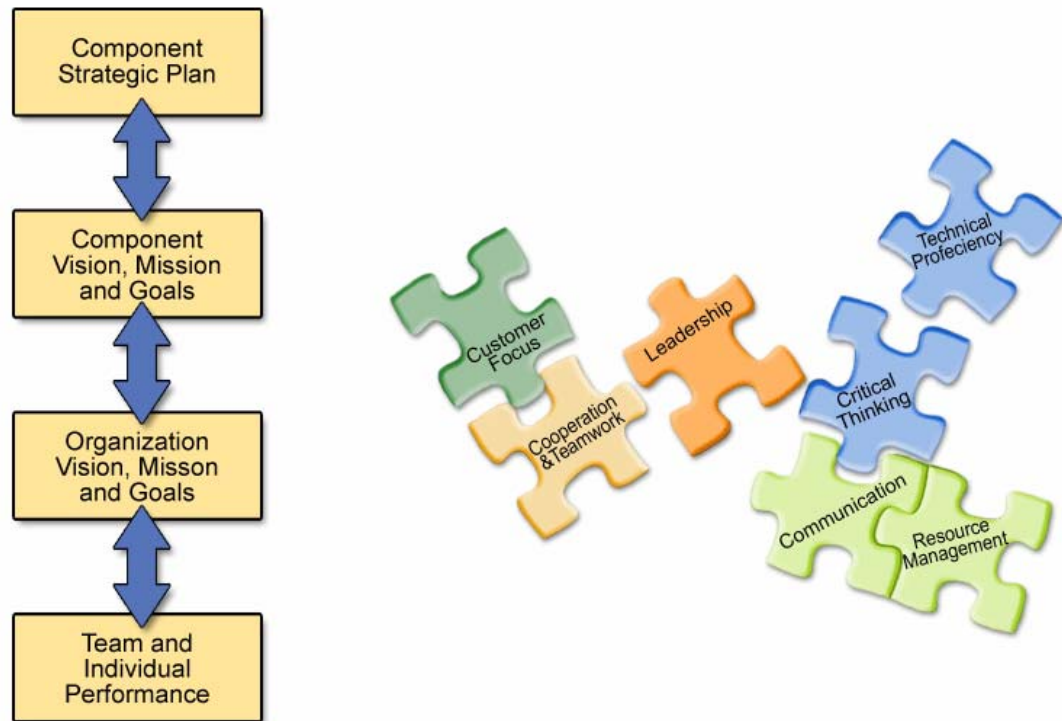
During the Plan phase, supervisors with responsibilities for rating employees (also referred to as rating officials), and with employee input, develop the performance plans.

These plans describe the measurable job objectives that employees are expected to achieve during the appraisal cycle. The following activities take place during the Plan phase:



**Text Captions**

Employees and rating officials discuss performance expectations for the performance cycle.

**Text Captions**

Rating officials, with employee input, develop job objectives (what you do) and identify the contributing factors that are important for accomplishing each job objective (how you do it).

Typically, employees have between three to five job objectives that are focused on outcomes and aligned with organizational goals. For each job objective, typically between one to three contributing factors are selected.



**Text Captions**

The Performance Appraisal Application supports the exchange of information and the establishment of the plan during this phase. Also, employees and rating officials establish a process for ongoing communication.

## MONITOR PHASE



### Text Captions

#### Monitor Phase

During the Monitor phase, employees and rating officials monitor performance.



**Text Captions**

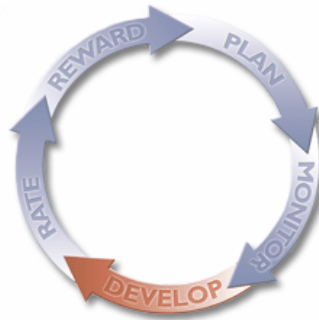
This ongoing communication ensures that there is a shared understanding about what is and what is not working, and that the performance plan accurately reflects the major performance expectations.

Along with ongoing monitoring activities, there is one required event - an interim review - although more than one can be conducted. Typically, an interim review occurs midway through the performance cycle.

During this activity, employees are encouraged to complete a self-assessment.

Rating officials and employees should have conversations regarding the performance to date and make adjustments to the plans, if necessary. These activities are recorded in the Performance Appraisal Application.

## ***DEVELOP PHASE***



### **Text Captions**

Develop Phase

Developing performance is integrated with the performance management process.

**Text Captions**

Along with meaningful performance-related discussions that help reinforce employee strengths and correct weaknesses, discussing developmental opportunities occurs during the Develop phase.

These professional or technical development opportunities further enhance an employee's contribution to the organization's mission and assist with achieving career goals. Developmental opportunities may include training, mentoring, and coaching.

There are no system tasks in the Performance Appraisal Application for this phase.

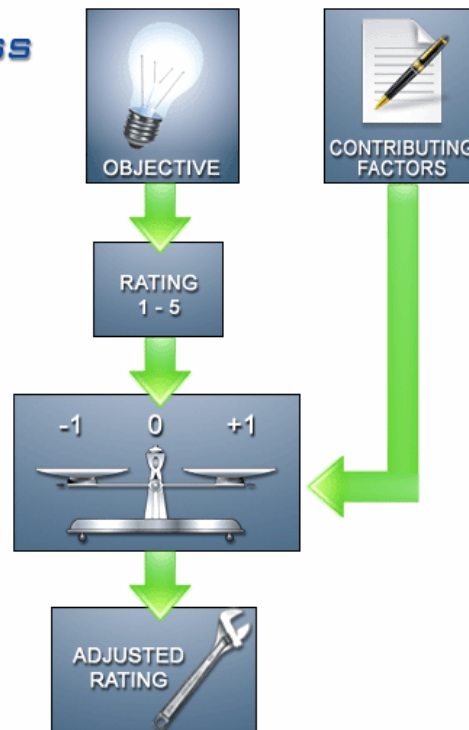
## ***RATE PHASE***



### **Text Captions**

#### **Rate Phase**

In the Rate phase, employees' performance is rated by rating officials. Performance is rated based on two factors:

**SUMMARY OF  
RATING PROCESS****Text Captions**

First, employees are rated on what they accomplished. Each job objective is rated between one and five using the “measuring stick” of the NSPS performance indicator appropriate to an employee’s pay schedule and pay band.

This rating is recorded in the Performance Appraisal Application.

Then the rating official determines how the contributing factors influenced the associated job objective overall, and indicates whether it increases the job objective rating by a factor of 1, decreases the rating by a factor of 1, or has no effect (0).

This contributing factor adjustment is recorded in the Performance Appraisal Application.

Combining the job objective rating and contributing factor assessment (expressed as +1, 0, or -1) results in an adjusted rating for each job objective. The adjusted rating of each job objective is averaged to determine the recommended rating of record.

The recommended rating of record is calculated in the Performance Appraisal tool based on the adjusted job objective rating, along with the rating official’s documented assessment.

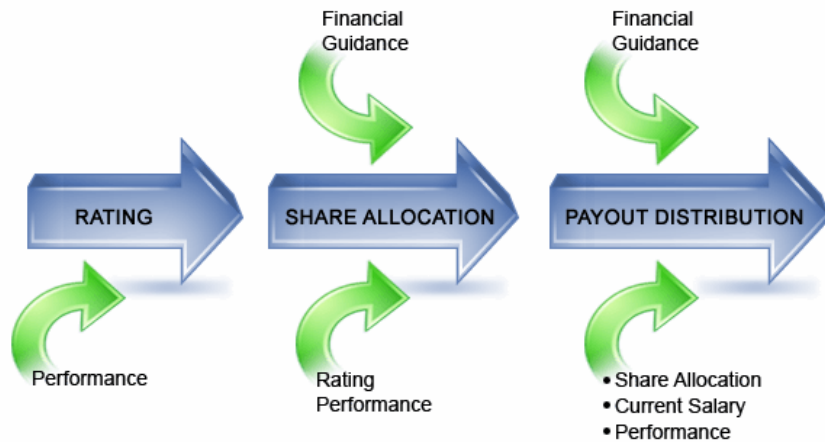
## REWARD PHASE



### Text Captions

#### Reward Phase

Reward activities that involve system tasks take place in CWB. At the conclusion of the rating phase, the recommended rating of record is transferred from the Performance Appraisal Application to CWB.

**Text Captions**

During the Reward phase, rating officials, based on the recommended rating of record, are responsible for recommending the number of shares and payout distribution.

This information is provided to pay pool panels responsible for reviewing the recommended ratings of record, share assignments, and payout distributions, and making final determinations.



**Text Captions**

When the pay pool process is completed, rating officials are informed of the final rating and payout decisions. In turn, rating officials meet with employees to discuss the outcome.

The final rating of record is documented in the Performance Appraisal Application.



## GETTING STARTED



### Text Captions

Getting Started

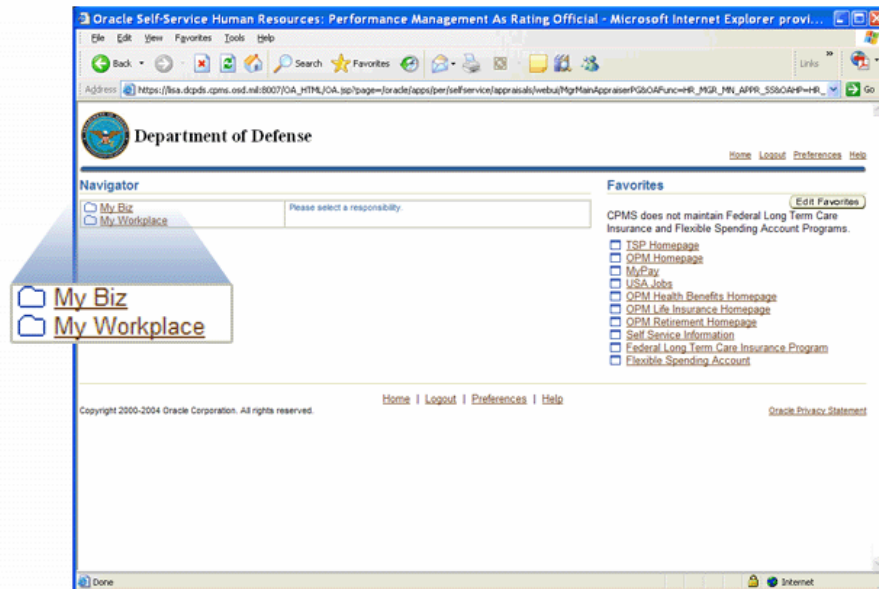


**Text Captions**

Employees and supervisors who are rating officials are encouraged to complete this tutorial.

Under NSPS, employees and rating officials have specific roles and responsibilities to develop and monitor performance throughout the appraisal period.

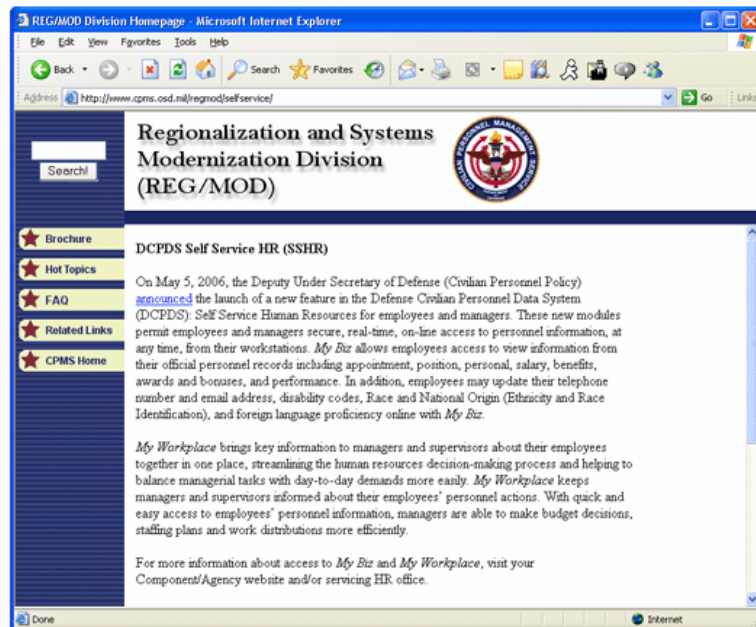
This overview exposes you to how to complete the performance plan - the first phase of the NSPS performance management process.



### Text Captions

Access to the online tool suite is gained through one of two self-service portals. Employees access the Performance Appraisal Application through "My Biz". Rating officials access it through "My Workplace".

If you have not registered for My Biz or My Workplace, you will need to do so before you set up a performance plan.



### Text Captions

To get more information on how to access and log on to My Biz or My Workplace, visit your Component home page or <http://www.cpms.osd.mil/regmod/selfservice/>.

**Text Captions**

The Performance Appraisal Application, like all the online tools, is role-based. What does this mean? It means that you enter information based on your role. There are two roles in the Performance Appraisal Application - employee and rating official.

Under NSPS, rating officials are responsible for establishing performance plans; however, it is good practice for them to engage employees in this process.

The Performance Appraisal Application supports the easy exchange of information between employees and rating officials throughout the performance management lifecycle.



**Text Captions**

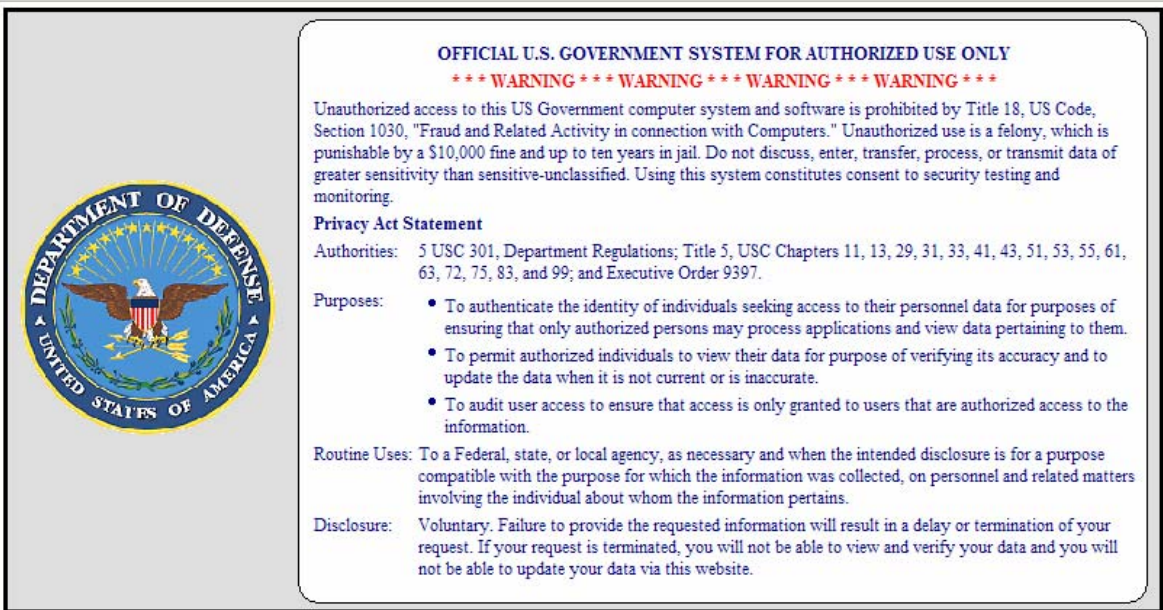
We begin our overview by seeing how rating officials establish a performance plan. We will then look at how employees contribute to their plans. Finally, we will look at how rating officials approve plans.

By the end of this tutorial, you will understand how employees and rating officials work together to establish a performance plan.



**Text Captions**

Logging on as a rating official and initiating a performance plan.



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**\*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

**Privacy Act Statement**

**Authorities:** 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

**Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

**ORACLE**  
**E-BUSINESS SUITE**

User Name

Password

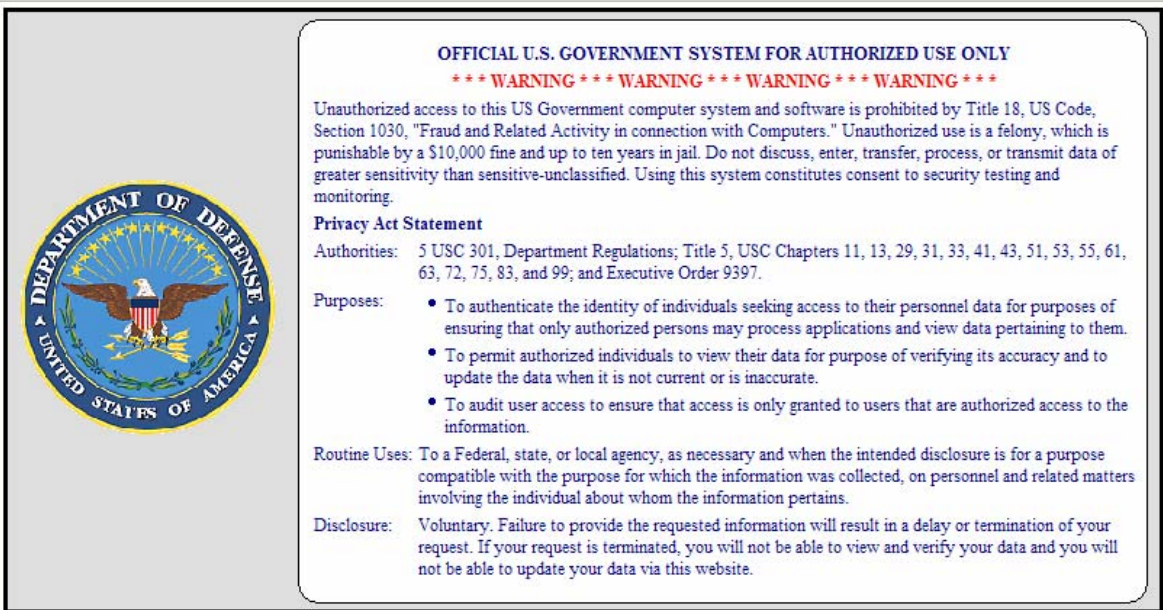
[Forgot your password?](#)

### Text Captions

For the purpose of this demonstration, first we will log on as a rating official. Luke Maggelon is a supervisor for the Engineering Systems Management Office. He supervises five employees.

To begin, Luke logs on to My Workplace at a URL provided by his Component. He enters his user name and password.





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User Name

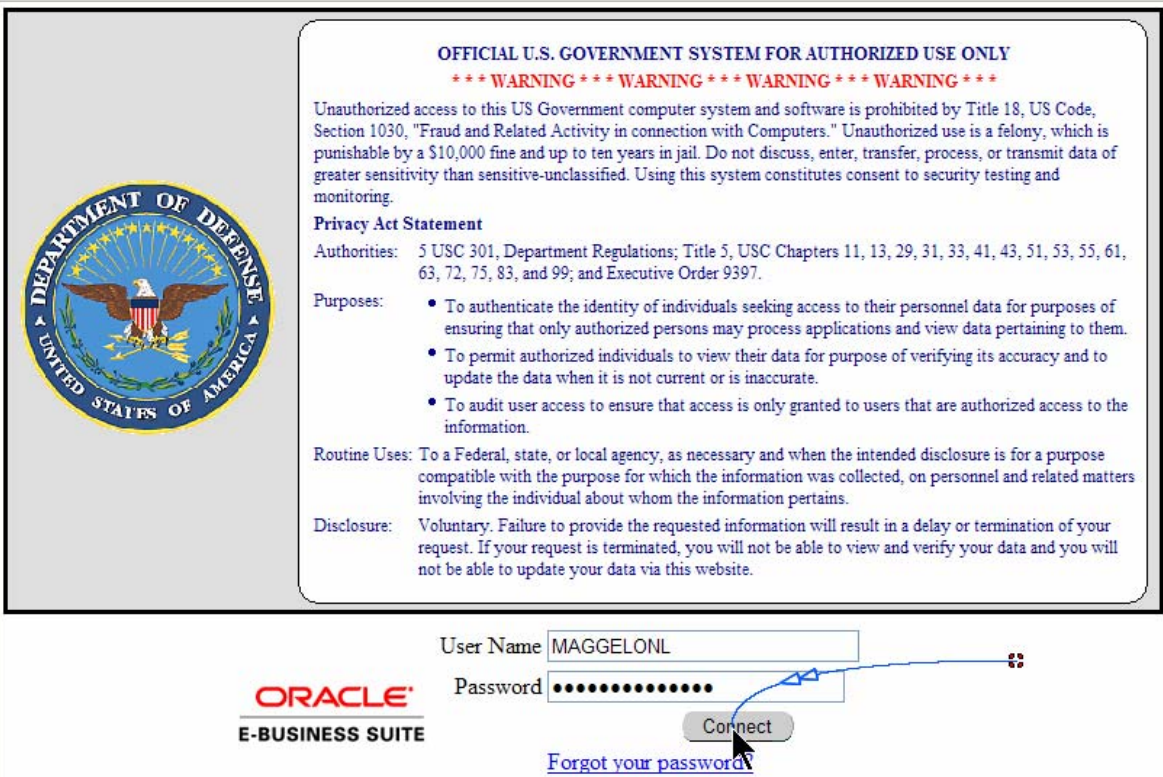
ORACLE  
E-BUSINESS SUITE

Password

[Forgot your password?](#)

### Text Captions

To begin, Luke logs on to My Workplace at a URL provided by his Component. He enters his user name and password.



**OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY**  
**\*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

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**ORACLE<sup>®</sup>**  
**E-BUSINESS SUITE**

User Name: MAGGELONL  
Password: .....  
[Forgot your password?](#)

**Connect**

Text Captions

He then selects **Connect**.

Department of Defense

Home Logout Preferences Help

**Navigator**

[My Biz](#) [My Workplace](#) Please select a responsibility.

**Favorites** [Edit Favorites](#)

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- [TSP Homepage](#)
- [OPM Homepage](#)
- [MyPay](#)
- [USA Jobs](#)
- [OPM Health Benefits Homepage](#)
- [OPM Life Insurance Homepage](#)
- [OPM Retirement Homepage](#)
- [Self Service Information](#)
- [Federal Long Term Care Insurance Program](#)
- [Flexible Spending Account](#)

Home | Logout | Preferences | Help

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### Text Captions

He selects **My Workplace**, then **NSPS Appraisals (My Workplace)**.

Department of Defense

Home Logout Preferences Help

**Navigator**

- My Biz
- My Workplace
  - All Actions Awaiting Your Attention
  - NSPS Appraisals (My Workplace)
  - My Employee Information

**Favorites** Edit Favorites

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.


- TSP Homepage
- OPM Homepage
- MyPay
- USA Jobs
- OPM Health Benefits Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- Self Service Information
- Federal Long Term Care Insurance Program
- Flexible Spending Account

Home | Logout | Preferences | Help

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### Text Captions

He selects **My Workplace**, then **NSPS Appraisals (My Workplace)**.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals




Rating Official

Performance Management As Rating Official

View All Appraisals By Employee


Plans/Appraisals in Progress

Create Performance Plan Go

Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Maggelon, Luke	Zeigler, Adam	01-Jan-2008	Transferred	Open				

Completed Plans/Appraisals

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee  

Last Name, Title First Name

Appraisal Effective Date  

(example: 19-Aug-2006)

Appraisal Type

Go Clear

Employee	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Appraisal Type	Details	Delete
No data exists.						

View All Appraisals By Employee


Notifications | Appraisals | Home | Logout | Preferences | Help

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### Text Captions

From here, Luke is directed to the *Rating Official - Performance Management as Rating Official* page. Let's take a moment to review the icons that he, and you, will need to become familiar with to complete a performance plan.


**Department of Defense**  
 Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Notifications](#) [Appraisals](#)

Rating Official

Performance Management As Rating Official

View All Appraisals By Employee

**Plans/Appraisals in Progress**

Create Performance Plan Go

Initiator	Employee	Appraisal Effective Date	Participation Status	Details	Appraise	Delete	Print
Maggelon, Luke	Zeigler, Adam	01-Jan-2008	Transferred	Open			

**Completed Plans/Appraisals**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee

Last Name, Title First Name

Appraisal Effective Date

(example: 19-Aug-2006)

Appraisal Type

Go Clear

Employee	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Appraisal Type	Details	Delete
No data exists.						

View All Appraisals By Employee

[Notifications](#) | [Appraisals](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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### Text Captions

Selecting the Find icon opens a Find window, allowing you to search for information.

Selecting the Details icon displays read-only information.

Selecting the Print icon prints the current information.

Selecting the Pencil icon in the inactive state does not allow you to update information. This usually implies that you do not have ownership of the appraisal. The ownership concept is covered later in this lesson.

Selecting the Pencil icon in the active state allows you to update information. This usually implies that you have ownership of the appraisal.


Selecting the Delete icon in the inactive state does not allow you to delete information. Selecting the Delete icon in the active state allows you to delete information.

Selecting the Calendar icon displays a thumbnail of a calendar, allowing you to select a date. This is associated with date fields only.

Okay, now that you are familiar with the icons, let's take a look at what is on this page. There are two areas for you to note:

One area is Plans/Appraisals in Progress that contains active appraisals created by the rating official.

The second area is Completed Plans/Appraisals that contains appraisals that have gone through the entire appraisal process.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals





Rating Official

Performance Management As Rating Official

View All Appraisals By Employee


Plans/Appraisals in Progress

Create Performance Plan Go


Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Maggelon, Luke	Zeigler, Adam	01-Jan-2008	Transferred	Open				

Completed Plans/Appraisals

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee  

Last Name, Title First Name

Appraisal Effective Date  

(example: 19-Aug-2006)

Appraisal Type

Go Clear

Employee	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Appraisal Type	Details	Delete
No data exists.						

View All Appraisals By Employee

Notifications | Appraisals | Home | Logout | Preferences | Help


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**Text Captions**

To get started, Luke selects **Create Performance Plan**.
















## Department of Defense

Performance Appraisal Application

[Home](#)
[Logout](#)
[Preferences](#)

[Appraisals: Rating Official](#) >

### Create Performance Plan: Employees in Hierarchy

Focus Name	Occupational Code	Position	Organization	Action	Details
<div>  <div> <div>Luke Maggelon</div> <div> <div>Aaron Hollis</div> <div>Adam Zeigler</div> <div>Cynthia Amaya</div> <div>James Faunteroy</div> <div>Whitley West</div> </div> </div> </div>	0801.Engineering (NSPS)	10000.GENERAL ENGINEER.73210.DD48.APPR	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		
	0343.Management and Program Analyst (NSPS)	10003.PROGRAM ANALYST.73215.DD48.APPR	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		
	0801.Engineering (NSPS)	10002.GENERAL ENGINEER.73212.DD48.APPR	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		
	0801.Engineering (NSPS)	10001.GENERAL ENGINEER.73211.DD48.APPR	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		
	0343.Management and Program Analyst (NSPS)	10004.PROGRAM ANALYST.73216.DD48.APPR	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		

[Return to NSPS Appraisals \(My Workplace\)](#)

[Home](#) | [Logout](#) | [Preferences](#)

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### Text Captions

On this page, the rating hierarchy is displayed. As the rating official, Luke's name is listed at the top. Below his name are the employees he is responsible for rating.

Selecting the Branch node icon displays a specific branch or level in the organizational hierarchy for an employee.

Luke will establish a plan for Aaron Hollis by selecting the **Action** icon.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences Help

**Create Performance Plan: Setup Details**

Cancel Save and Continue Transfer to Employee Step 1 of 3 Next

Employee Name **Aaron Hollis** Organization **CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000**

Position **10000.GENERAL ENGINEER.73210.DD48.APPR** Location **Rosslyn, US**

Occupational Code **0801.Engineering (NSPS)** Pay Plan/Pay Band **YD-02**

Employee Number **36646**

Work Schedule **Full-Time** Assignment Status **Active Appointment**

Pay Pool ID

**Setup Details**

Current Base Salary **81190**  
Minimum Pay Band Level **38175**  
Maximum Pay Band Level **85578**

You cannot change the appraisal template or the assignment after clicking Next. You can save your work at any stage using the Save and Continue icon to continue work on the appraisal.

\* Indicates required field

\* Appraisal Type **Annual Appraisal - NSPS**

\* Rating Cycle Start Date **01-Oct-2005**

(example: 19-Aug-2006)

\* Rating Cycle End Date **30-Sep-2006**

### Text Captions

The first thing you may notice on the Create Performance Plan - Set Up Details page is that a navigation bar is introduced at the top of the screen.

The navigation bar indicates where you are in the process. The process differs for rating officials and employees. For rating officials, it includes three steps: Setup Details, Overview, and Review.

Rating officials are responsible for completing these steps when creating performance plans.

During step 1, Setup Details, the appraisal type, dates, and rating official are established. During step 2, Overview, information may be updated. During step 3, Review, information that was updated and saved is reviewed.

Note: you should make it a habit to use the Review screen to verify that all information is correct for a given employee.

The Set-up Details page provides the information you need as a rating official to develop an effective performance plan. The page is divided into two sections:

The top section provides details about the employee, including his or her occupation, pay schedule, and pay band.

Employee Name	Aaron Homs	Organization	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01
Position	10000.GENERAL ENGINEER.73210.DD48.APPR	Location	Rossllyn, US
Occupational Code	0801.Engineering (NSPS)	Pay Plan/Pay Band	YD-02
Employee Number	36646		
Work Schedule	Full-Time	Assignment Status	Active Appointment
Pay Pool ID			

---

**Setup Details**

---

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

You cannot change the appraisal template or the assignment after clicking Next. You can save your work at any stage using the Save and Continue icon to continue work on the appraisal.

\* Indicates required field

\* Appraisal Type Annual Appraisal - NSPS

\* Rating Cycle Start Date 01-Oct-2006  
(example: 19-Aug-2006)

\* Rating Cycle End Date 30-Sep-2007  
(example: 19-Aug-2006)

Performance Plan Approval Date

Performance Plan End Date 30-Sep-2007  
(example: 19-Aug-2006)

\* Appraisal Effective Date 01-Jan-2008

\* Rating Official Maggelone

\* Performance Indicators  
Professional/Analytic Band 2

**Text Captions**

The second section provides information about the appraisal cycle.

The system is designed so that the dates auto-populate for the appraisal period. If necessary, you can manually change them.

The Performance Plan Approval Date field remains blank until the plan receives a second-level review and is approved.

The rating official field is also auto-populated, but can be manually changed.

Employee Number	36646
Work Schedule	Full-Time
Pay Pool ID	
Assignment Status	Active Appointment

---

**Setup Details**

---

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

You cannot change the appraisal template or the assignment after clicking Next. You can save your work at any stage using the Save and Continue icon to continue work on the appraisal.

\* Indicates required field

* Appraisal Type	Annual Appraisal - NSPS
* Rating Cycle Start Date	01-Oct-2006 <small>(example: 19-Aug-2006)</small>
* Rating Cycle End Date	30-Sep-2007 <small>(example: 19-Aug-2006)</small>
Performance Plan Approval Date	 <small>(example: 19-Aug-2006)</small>
Performance Plan End Date	30-Sep-2007 <small>(example: 19-Aug-2006)</small>
* Appraisal Effective Date	01-Jan-2008
* Rating Official	Maggelon, Luke
* Performance Indicators	Professional/Analytic Band 2

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[Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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Cancel Save and Continue Transfer to Employee Step 1 of 3 **Next**

### Text Captions

When the information has been completed, select **Next** to advance to step 2 – the Overview page.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences

Setup Details Overview Review

Highlight Box (81 x 49)  
Highlight Box (173 x 49)  
Highlight Box (102 x 49)  
Highlight Box and Comments (148 x 49)  
Highlight Box (97 x 49)  
Highlight Box (112 x 49)

**Create Performance Plan: Overview**

Employee Name Aaron Hollis  
Position 10000.GENERAL  
ENGINEER.73210.DD48.APPR  
Occupational Code 0801.Engineering (NSPS)  
Employee Number 36646  
Work Schedule Full-Time  
Pay Pool ID  
Organization CIVILIAN PERSONNEL  
MANAGEMENT SERVICE DD48H50000  
01  
Location Rosslyn, US  
Pay Plan/Pay Band YD-02  
Assignment Status Active Appointment

**Placement in Pay Band**

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

**Setup Details**

Initiator Maggelson, Luke  
Appraisal Type Annual Appraisal - NSPS  
Rating Cycle Start Date 01-Oct-2006  
Rating Cycle End Date 30-Sep-2007  
Rating Official Maggelson, Luke  
Performance Plan Approval Date

Return to Top

### Text Captions

Take a look at the top of the page. Notice that there are links to the following:

**Set up Details** – By selecting this link you go back to step 1.

**Relevant Organizational Mission/Strategic Goals** - By selecting this link you can enter your organization's mission and strategic goals for the appraisal period.

Job objectives must align with organizational goals, so it is helpful to complete this section first. If you are unfamiliar with your organization's goals for the performance cycle, you are encouraged to speak with your supervisor.

**Job Objectives** - By selecting this link you can enter the draft job objectives. Remember, typically employees have between three and five objectives.

As a best practice, rating officials should share draft job objectives with employees so that there is a mutual understanding of what is expected of them during the appraisal period.

**Overall Rating and Comments** - By selecting this link, you can document the end-of-cycle rating and record your feedback.

**Interim Reviews** - By selecting this link, you can document an interim review. Remember, at least one interim review is required.

**Closeout Assessments** - By selecting this link, you can document a closeout assessment for an employee who will no longer be evaluated by you at the end of the appraisal cycle.

Next, five buttons appear on the top and bottom of each page that allow you to do the following:

**Cancel:** Selecting this button cancels all changes and returns you to the main page.

**Save and Continue:** Selecting this button saves your changes and allows you to proceed on the same page.

**Transfer to Employee:** Selecting this button notifies your employee that the performance plan is ready for review and comment.

**Back** and **Next:** Selecting these buttons brings you to the previous or next step.

Now let's take a look at the next section of the page. The information in this section carries over information from step 1, Setup Details.

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

Highlight Box  
(916 x 100)  
(X:12; Y:2)

**Job Objectives** [Return to Top](#)

[Add Objective](#)

Select Title	Job Objective	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
No data exists.										

**Overall Rating and Comments** [Return to Top](#)

Overall Rating  
Rating Official Assessment

**Interim Reviews** [Return to Top](#)

[Create Interim Review](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

### Text Captions

In this section of the page you enter your organizational mission and strategic goals. You may enter information in two ways: You may manually type the information; or you may “cut and paste” information from another document.



**Relevant Organizational Mission/Strategic Goals**
[Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

[Return to Top](#)

**Job Objectives**
[Return to Top](#)

Add Objective

Select	Job Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
	No data exists.									

**Overall Rating and Comments**
[Return to Top](#)

Overall Rating  
Rating Official Assessment

**Interim Reviews**
[Return to Top](#)

Create Interim Review

Details	Start Date	End Date	Initiator	Status	Update
	No data exists.				

### Text Captions

Next you enter the employee's job objectives by selecting **Add Objective**. After an objective has been developed, the summary fields will be auto-populated so that you have a quick status update of each objective.

Now let's watch Luke add a job objective for Aaron. He starts by selecting **Add Objective**.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences

Setup Details **Overview** Review

**Add Job Objective**

\* Indicates required field

Cancel Save and Continue Apply and Add Another Apply

**Placement in Pay Band**

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

[Show Relevant Organization Mission/Strategic Goals](#)

\* Job Objective Title   
(Enter up to 80 characters)

\* Start Date    
(example: 19-Aug-2006)

Job Objective Status

Date Last Modified Job Objective   
(Limit to 770 characters)


### Text Captions

Notice a few important pieces of information:

First, the salary information is carried forward so that Luke can consider this when establishing job objectives.

Second, a link to the organization mission and strategic goals is provided for quick reference.

To add an objective, Luke first creates a job objective title. These typically include numbers so that they sort numerically in lists.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences

Setup Details **Overview** Review

Add Job Objective

\* Indicates required field


Cancel Save and Continue Apply and Add Another Apply

Placement in Pay Band

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

Show Relevant Organizational Mission/Strategic Goals

\* Job Objective Title   
(Enter up to 80 characters)


\* Start Date 03-Sep-2006   
(example: 19-Aug-2006)

Job Objective Status

Date Last Modified 03-Sep-2006  
Job Objective   
(Limit to 770 characters)

**Text Captions**

To add an objective, Luke first creates a job objective title. These typically include numbers so that they sort numerically in lists.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Setup Details **Overview** Review

**Add Job Objective**

\* Indicates required field

**Placement in Pay Band**

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

[Show Relevant Organizational Mission/Strategic Goals](#)

\* Job Objective Title   
(Enter up to 80 characters)

\* Start Date   
(example: 19-Aug-2006)

Job Objective Status

Date Last Modified 03-Sep-2006  
Job Objective   
(Limit to 770 characters)

**Text Captions**

Then he enters the start date. Remember that the period of performance must be within the appraisal period.

[Need help to write Objectives](#)

Working Version Job Objective

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

### Text Captions

Next Luke enters the job objective. This is the section where the final job objective is documented.

Rating officials and employees are encouraged to use the Working Version Job Objective text box to develop job objectives and exchange input and feedback.

After this process has been completed, either Luke or Aaron cuts and pastes the language into the Job Objective text box.

Note that after the job objective has been approved, the information in the Working Version Job Objective text box is purged. And remember, supervisors are required to have at least one “supervisory” job objective.

[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

☐ Technical Proficiency  
☐ Critical Thinking  
☐ Cooperation and Teamwork  
☐ Communication  
☐ Customer Focus  
☐ Resource Management  
☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

### Text Captions

Note that after the job objective has been approved, the information in the Working Version Job Objective text box is purged. And remember, Supervisors are required to have at least one “supervisory” job objective.

(Limit to 770 characters)

[▶ Need Help to Write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[▶ Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

### Text Captions

Luke wants assistance to develop the job objective, so he selects **Need Help to Write Objectives**. He is directed to a series of questions that help him frame an effective job objective.

(Limit to 770 characters)

[Close Help to Write Objectives](#)

### Help to Write Objectives

#### What is a job objective?

A job objective is an expression of performance expectations in the performance plan that is linked to the organization's goal(s) and mission(s). Job objectives are used to communicate major individual, team, and/or organizational responsibilities and/or contributions and the related outcomes and accomplishments that are expected of the employee during the appraisal period. Failure in a job objective will result in an overall rating of Unacceptable. Under NSPS each eligible employee will be assigned at least one and generally three to five job objectives. These job objectives will be commensurate with duties and responsibilities assigned to the employee and the salary paid to that employee. Job objectives may be weighted to reflect relative priority of the objectives included in the performance plan. No job objective may be weighted less than 10 percent. Weighted job objectives must total 100 percent.

#### What should I consider when writing job objectives?

Depending on the work performed by the employee you should consider the following questions when developing job objectives. Remember, job objectives should reflect substantive performance expectations versus individual tasks. Keep in mind when writing whether the objective includes a timeframe.

1. Is the objective mission-focused and results-oriented?
2. Is the objective specific?
3. Is there a cost consideration?
4. Is a quantity identified?
5. Is quality a consideration?
6. Is the objective realistic?

### Text Captions

When your are done with the help, select **Close Help to Write Objectives** and you are returned to the job objective section.



(Limit to 770 characters)

[Need Help to Write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating


### Text Captions

Next, Luke determines the influence of Contributing Factors. This is the section used to select the appropriate contributing factors for a particular job objective.

Typically one to three contributing factors are selected for each job objective. The contributing factor(s) must be relevant to the completion of the job objective. There are seven contributing factors.

For this objective, Luke selects two contributing factors.

Cooperation and Teamwork is the first.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Setup Details

**Overview**

Review

---

**Add Job Objective**

\* Indicates required field

Cancel

Save and Continue

Apply and Add Another


Apply

**Placement in Pay Band**

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

[Show Relevant Organizational Mission/Strategic Goals](#)

\* Job Objective Title   
(Enter up to 80 characters)

\* Start Date    
(example: 19-Aug-2006)

Job Objective Status

Date Last Modified 03-Sep-2006  
Job Objective   
(Limit to 770 characters)

**Text Captions**

Note that the page scrolls to the top after you select each contributing factor, requiring you to scroll back down to select the next one.

[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

**Text Captions**

Communication.

[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

☐ Technical Proficiency

☐ Critical Thinking

☒ Cooperation and Teamwork

☒ Communication

☐ Customer Focus

☐ Resource Management

☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight


Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

**Text Captions**

Communication.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Setup Details **Overview** Review

**Add Job Objective**


\* Indicates required field

**Placement in Pay Band**

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

[▶ Show Relevant Organizational Mission/Strategic Goals](#)

\* Job Objective Title   
(Enter up to 80 characters)

\* Start Date    
(example: 19-Aug-2006)

Job Objective Status

Date Last Modified 03-Sep-2006  
Job Objective   
(Limit to 770 characters)

Text Captions

Communication.

[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

A blue arrow originates from the 'Show Additional Information on Contributing Factors' link and points towards the right side of the form.

### Text Captions

Luke wants additional assistance with determining whether a contributing factor is appropriate. He selects **Show Additional Information on Contributing Factors**. He is directed to a series of questions that help him choose contributing factors.

[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Close Additional Information on Contributing Factors](#)

**Additional Information on Contributing Factors**

**What are contributing factors?**  
Attributes of job performance that are significant to the accomplishment of individual job objectives. Individual contributing factors are further defined by "work behaviors" and "benchmark descriptors."

**How do I select the appropriate contributing factors?**  
When selecting the contributing factors for each job objective, the supervisor should only select those that add sufficient assessment information to impact a particular

### Text Captions

When done, he selects **Close Additional Information on Contributing Factors** to return to the contributing factor section. Remember, the Leadership contributing factor must be selected for a supervisory job objective.

[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

### Text Captions

When done, he selects **Close Additional Information on Contributing Factors** to return to the contributing factor section. Remember, the Leadership contributing factor must be selected for a supervisory job objective.



Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Highlight Box: Optional Weight (X:274, Y:186)

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

[Show Contributing Factor Impact](#)

[Show Additional Information on Contributing Factor Impact](#)

Adjusted Rating

Adjusted Weight

Weighted Rating (If Used)

Cancel Save and Continue Apply and Add Another Apply

### Text Captions

Determine the weight of a job objective – Weighting job objectives is optional and may only be identified by the rating official. If weighting is used, the total for all job objectives must equal 100 percent.

No job objective may be weighted less than 10 percent and weights must be made in increments of 5 percent. For the purpose of this demonstration, the job objective is not weighted.

Luke has completed entering the job objective and the associated contributing factors. At this stage he may do the following:


Cancel

Save and Continue

Apply and Add Another

or Apply.

For the purpose of this overview, he selects **Apply**.

 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Setup Details

Overview

Review

[Setup Details](#) [Relevant Organizational Mission/Strategic Goals](#) [Job Objectives](#) [Overall Rating and Comments](#) [Interim Reviews](#) [Closeout Assessments](#)

Create Performance Plan: Overview

Cancel

Save and Continue

Transfer to Employee

Back

Step 2 of 3

Next

Employee Name

Aaron Hollis

Organization

CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H5000001

Position

10000.GENERAL ENGINEER.73210.DD48.APPR

Location

Rosslyn, US

Occupational Code

0801.Engineering (NSPS)

Pay Plan/Pay Band

YD-02

Employee Number

36646

Work Schedule

Full-Time

Assignment Status

Active Appointment

Pay Pool ID

Placement in Pay Band

Current Base Salary

81190

Minimum Pay Band Level

38175

Maximum Pay Band Level

85578

Setup Details

Initiator

Maggelon, Luke

Rating Official

Maggelon, Luke

Appraisal Type

Annual Appraisal - NSPS

Performance Plan Approval Date

Rating Cycle Start Date

01-Oct-2006


Rating Cycle End Date

30-Sep-2007

[Return to Top](#)

**Text Captions**

Selecting Apply returns Luke to the Overview page. From here, he can continue to step 3, Review, by selecting **Next**.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Setup Details

Overview

**Review**

[Relevant Organizational Mission/Strategic Goals](#) [Job Objectives](#) [Employee Self-Assessment](#) [Rating of Record and Comments](#)

**Create Performance Plan: Review**

Cancel Save and Continue Transfer to Employee Back Step 3 of 3 Apply

Employee Name Aaron Hollis

Position 10000.GENERAL ENGINEER.73210.DD48.APPR

Occupational Code 0801.Engineering (NSPS)

Employee Number 36646

Organization CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01

Location Rosslyn, US

Pay Plan/Pay Band YD-02

Work Schedule Full-Time

Pay Pool ID

Assignment Status Active Appointment

To make changes to the appraisal, click Back.

**Setup Details**

Initiator Maggellon, Luke

Appraisal Type Annual Appraisal - NSPS

Rating Cycle Start Date 01-Oct-2006

Rating Cycle End Date 30-Sep-2007

Rating Official Maggellon, Luke

Performance Plan Approval Date

**Relevant Organizational Mission/Strategic Goals**

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.

2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.

3. Streamline and improve processes to deliver world-class safety and occupational health programs.

[Return to Top](#)

### Text Captions

During the Review step, Luke reviews the performance plan for accuracy. Please note that in the Review step, information may not be updated or edited.

Work Schedule **Full-time** Assignment Status **Active Appointment**  
Pay Pool ID  
To make changes to the appraisal, click Back.

**Setup Details**

Initiator **Maggelon, Luke** Rating Official **Maggelon, Luke**  
Appraisal Type **Annual Appraisal - NSPS** Performance Plan Approval Date  
Rating Cycle Start Date **01-Oct-2006**  
Rating Cycle End Date **30-Sep-2007**

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

**Job Objectives** [Return to Top](#)

[Show All Details](#) | [Hide All Details](#)

Details	Job Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
<a href="#">Show</a>	Job Objective 1 - Safety	PENDING						

**Employee Self-Assessment** [Return to Top](#)

**Rating of Record and Comments** [Return to Top](#)

Rating of Record  
Rating Official Assessment

### Text Captions

Also note that the Review step carries over information from steps 1 and 2.

To view a job objective, Luke selects **Show** and the job objective is displayed.

Work Schedule **Full-time** Assignment Status **Active Appointment**  
Pay Pool ID  
To make changes to the appraisal, click Back.

**Setup Details**

Initiator **Maggelon, Luke** Rating Official **Maggelon, Luke**  
Appraisal Type **Annual Appraisal - NSPS** Performance Plan Approval Date  
Rating Cycle Start Date **01-Oct-2006**  
Rating Cycle End Date **30-Sep-2007**

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

**Job Objectives** [Return to Top](#)

[Show All Details](#) | [Hide All Details](#)

Details	Job Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
<a href="#">Hide</a>	Job Objective 1 - Safety	PENDING						

Job Objective  
Working Version Job Objective Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.  
Contributing Factors Cooperation and Teamwork, Communication,  
Last Modified Date 03-Sep-2006

**Employee Self-Assessment** [Return to Top](#)

### Text Captions

To return to the review screen, he selects **Hide** and the information is collapsed.

Appraisal Type **Annual Appraisal - NSPS** Performance Plan Approval Date  
 Rating Cycle Start Date **01-Oct-2006**  
 Rating Cycle End Date **30-Sep-2007**

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
 2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
 3. Streamline and improve processes to deliver world-class safety and occupational health programs.

**Job Objectives** [Return to Top](#)

[Show All Details](#) | [Hide All Details](#)

Details	Job Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
<a href="#">Show</a>	Job Objective 1 - Safety	PENDING						

**Employee Self-Assessment** [Return to Top](#)

**Rating of Record and Comments** [Return to Top](#)

Rating of Record  
 Rating Official Assessment

Step 3 of 3

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### Text Captions

To update information, he selects the **Back** button to return to step 2, Overview, and follows the same process detailed under step 2 to update or edit information.

At this point, Luke is ready to transfer the performance plan to Aaron for review and comment. Keep in mind that the transfer can occur at any time during the performance cycle.

He selects **Transfer to Employee**.

Home Logout Preferences

### Share Appraisal Details with Employee

Cancel Submit

#### Details to be Shared with Employee

Select appraisal components completed by the rating official to share with the employee.

☒ Objective Ratings and Comments

#### Employee Permissions

Indicate whether the employee can update plan/appraisal.

☒ Update Plan/Appraisal

#### Notification Message to Employee

Enter your message, and click Submit to share the appraisal with the employee.

Cancel Submit

Home | Logout | Preferences

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### Text Captions

He enters his comments to Aaron under **Notification Message to Employee**. The message will appear in Aaron's notification under the Notifications tab.

Home Logout Preferences

### Share Appraisal Details with Employee

Cancel Submit

#### Details to be Shared with Employee

Select appraisal components completed by the rating official to share with the employee.

☒ Objective Ratings and Comments

#### Employee Permissions

Indicate whether the employee can update plan/appraisal.

☒ Update Plan/Appraisal

#### Notification Message to Employee

Enter your message, and click Submit to share the appraisal with the employee.

Cancel Submit

Home | Logout | Preferences

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### Text Captions

He enters his comments to Aaron under **Notification Message to Employee**. The message will appear in Aaron's notification under the Notification tab.

When Luke is finished, he selects **Submit**, and the plan is transferred.




**Department of Defense**  
 Performance Appraisal Application

[Home](#)
[Logout](#)
[Preferences](#)
[Help](#)

[Notifications](#)
[Appraisals](#)

**Rating Official**

**Confirmation**

Highlight Box  
 (984 x 68)  
 (X:8; Y:90)

The appraisal has been transferred to the employee.

**Performance Management As Rating Official**

[View All Appraisals By Employee](#)

**Plans/Appraisals in Progress**

Create Performance Plan Go

Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Maggelon, Luke	Hollis, Aaron	01-Jan-2008	Transferred	Open				
Maggelon, Luke	Zeigler, Adam	01-Jan-2008	Transferred	Open				

**Completed Plans/Appraisals**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee

Last Name, Title First Name

Appraisal Effective Date

(example: 19-Aug-2006)

Appraisal Type

Go Clear

Employee	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Appraisal Type	Details	Delete
No data exists.						

[View All Appraisals By Employee](#)

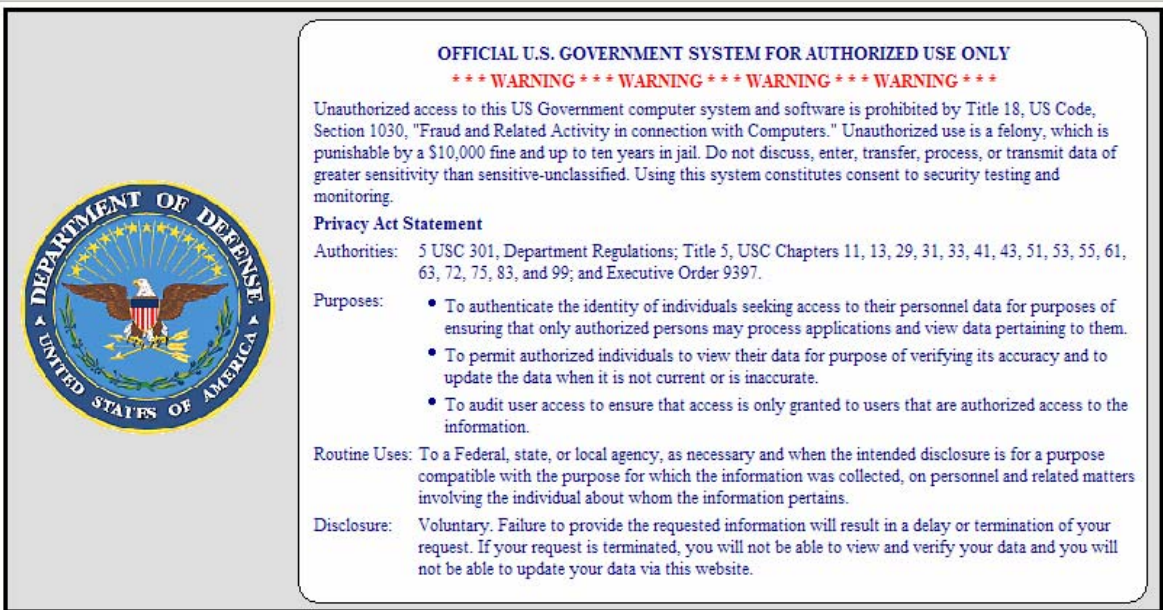
### Text Captions

Under Confirmation, a note is given to indicate that the plan has been successfully transferred.

Note that the status shows "Transferred," and the Appraise Pencil icon is no longer highlighted, because the ownership of the plan has been transferred from Luke to Aaron.

Here's a tip: it is a good idea to send your employee an e-mail to let him or her know that the plan has been transferred for his or her review.

As a rating official, Luke has completed the performance planning process until Aaron reviews the plan and provides feedback. Luke selects **Logout** to end the session.



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**\*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\***

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**Privacy Act Statement**

**Authorities:** 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

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**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

User Name

Password

**ORACLE**  
**E-BUSINESS SUITE**

[Forgot your password?](#)

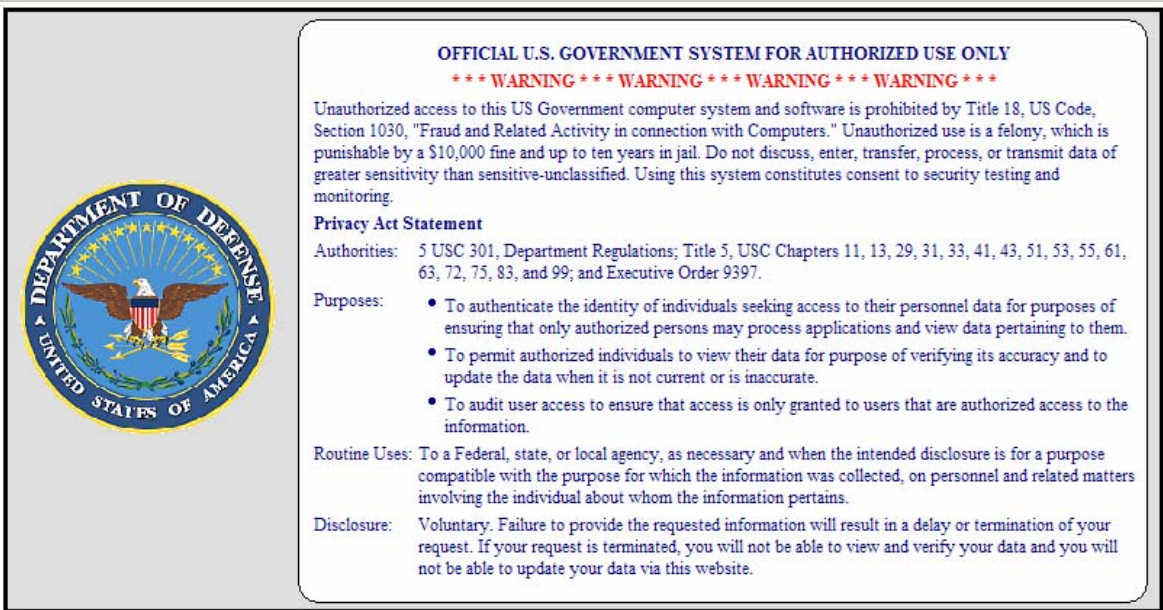
### Text Captions

As a rating official, Luke has completed the performance planning process until Aaron reviews the plan and provides feedback. Luke selects **Logout** to end the session.



**Text Captions**

Logging on as an employee and editing a performance plan.



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**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

**Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.



**ORACLE<sup>®</sup>**  
**E-BUSINESS SUITE**

User Name

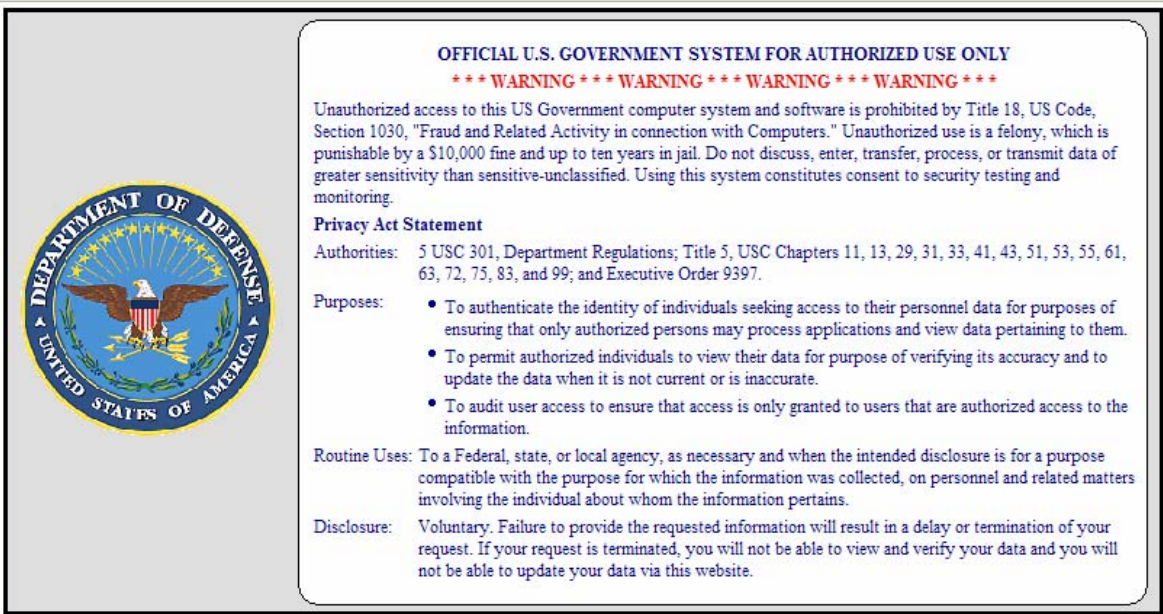
Password

[Forgot your password?](#)

### Text Captions

For the purpose of this demonstration we will log on as employee Aaron Hollis.

To begin, Aaron logs on to **My Biz** at the URL provided by his Component. He enters his user name and password.



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**\*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

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**Authorities:** 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

**Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

User Name

ORACLE<sup>®</sup>  
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Password

[Forgot your password?](#)

**Text Captions**

To begin, Aaron logs on to **My Biz** at the URL provided by his Component. He enters his user name and password.

He then selects **Connect**.

Department of Defense

Home Logout Preferences Help

**Navigator**

My Biz Please select a responsibility.

**Favorites** Edit Favorites

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

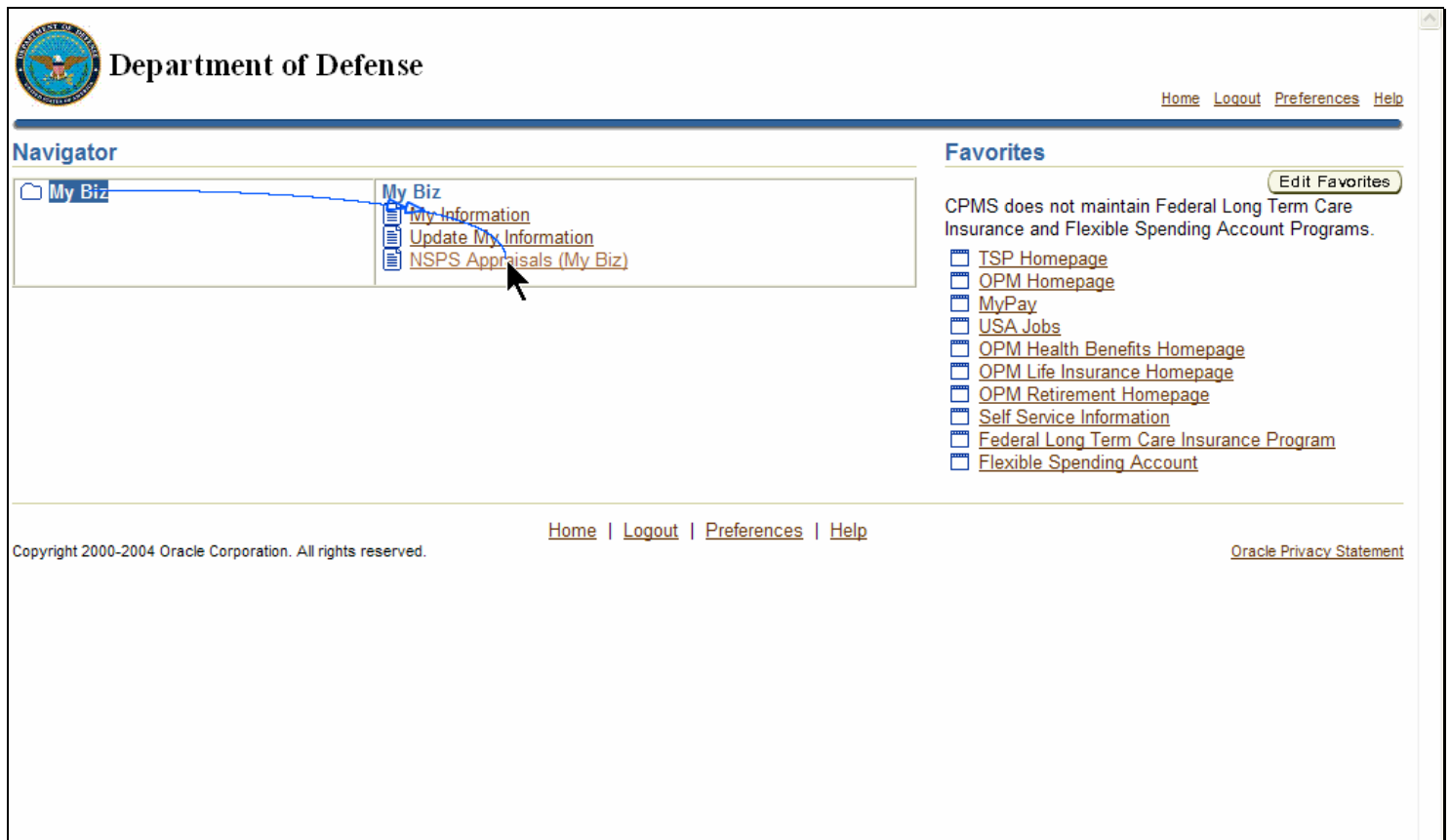
- ☐ TSP Homepage
- ☐ OPM Homepage
- ☐ MyPay
- ☐ USA Jobs
- ☐ OPM Health Benefits Homepage
- ☐ OPM Life Insurance Homepage
- ☐ OPM Retirement Homepage
- ☐ Self Service Information
- ☐ Federal Long Term Care Insurance Program
- ☐ Flexible Spending Account

Home | Logout | Preferences | Help

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### Text Captions

He selects **My Biz**, then **NSPS Appraisals (My Biz)**.



The screenshot shows the Department of Defense My Biz portal. At the top left is the Department of Defense seal and the text "Department of Defense". To the right are links for "Home", "Logout", "Preferences", and "Help". Below the header is a "Navigator" section on the left and a "Favorites" section on the right. The "Navigator" section has a "My Biz" folder icon, and a sub-menu is open showing "My Information", "Update My Information", and "NSPS Appraisals (My Biz)". A blue line connects the "My Biz" folder to the "NSPS Appraisals (My Biz)" item, and a mouse cursor is pointing at it. The "Favorites" section has an "Edit Favorites" button and a list of links: "TSP Homepage", "OPM Homepage", "MyPay", "USA Jobs", "OPM Health Benefits Homepage", "OPM Life Insurance Homepage", "OPM Retirement Homepage", "Self Service Information", "Federal Long Term Care Insurance Program", and "Flexible Spending Account". Below the main content area, there is a copyright notice "Copyright 2000-2004 Oracle Corporation. All rights reserved." and a link to the "Oracle Privacy Statement".

Department of Defense

Home Logout Preferences Help

Navigator

My Biz

My Biz

- My Information
- Update My Information
- NSPS Appraisals (My Biz)

Favorites

Edit Favorites

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- TSP Homepage
- OPM Homepage
- MyPay
- USA Jobs
- OPM Health Benefits Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- Self Service Information
- Federal Long Term Care Insurance Program
- Flexible Spending Account

Home | Logout | Preferences | Help


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### Text Captions

He selects **My Biz**, then **NSPS Appraisals (My Biz)**.



**Department of Defense**  
Performance Appraisal Application





[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Notifications](#) **[Appraisals](#)**

**My Appraisals**

**My Plans/Appraisals**


**Appraisals of Hollis, Aaron**

Initiator	Appraisal Effective Date	Rating Official	Appraisal Type	Status	Details	Update	Delete	Print
Maggelon, Luke	01-Jan-2008	Maggelon, Luke	Annual Appraisal - NSPS	Transferred				


**Completed Plans/Appraisals**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Initiator



Last Name, Title First Name



Appraisal Effective Date

(example: 20-Aug-2006)

Appraisal Type

▼

Go

Clear

Initiator	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Type	Details	Delete
No data exists.						

[Notifications](#) | [Appraisals](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)


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**Text Captions**

He is directed to the My Appraisals - My Plans/Appraisals page.



**Department of Defense**  
Performance Appraisal Application





[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Notifications](#) [Appraisals](#)

**My Appraisals**

**My Plans/Appraisals**

**Appraisals of Hollis, Aaron**

Initiator	Appraisal Effective Date	Rating Official	Appraisal Type	Status	Details	Update	Delete	Print
Maggelon, Luke	01-Jan-2008	Maggelon, Luke	Annual Appraisal - NSPS	Transferred				

**Completed Plans/Appraisals**  
Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.  
Initiator   
Last Name, Title First Name  
Appraisal Effective Date   
(example: 20-Aug-2006)  
Appraisal Type

Initiator	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Type	Details	Delete
No data exists.						

[Notifications](#) | [Appraisals](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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**Text Captions**

Now let's take a look at what is on this page: My Plans/Appraisals.

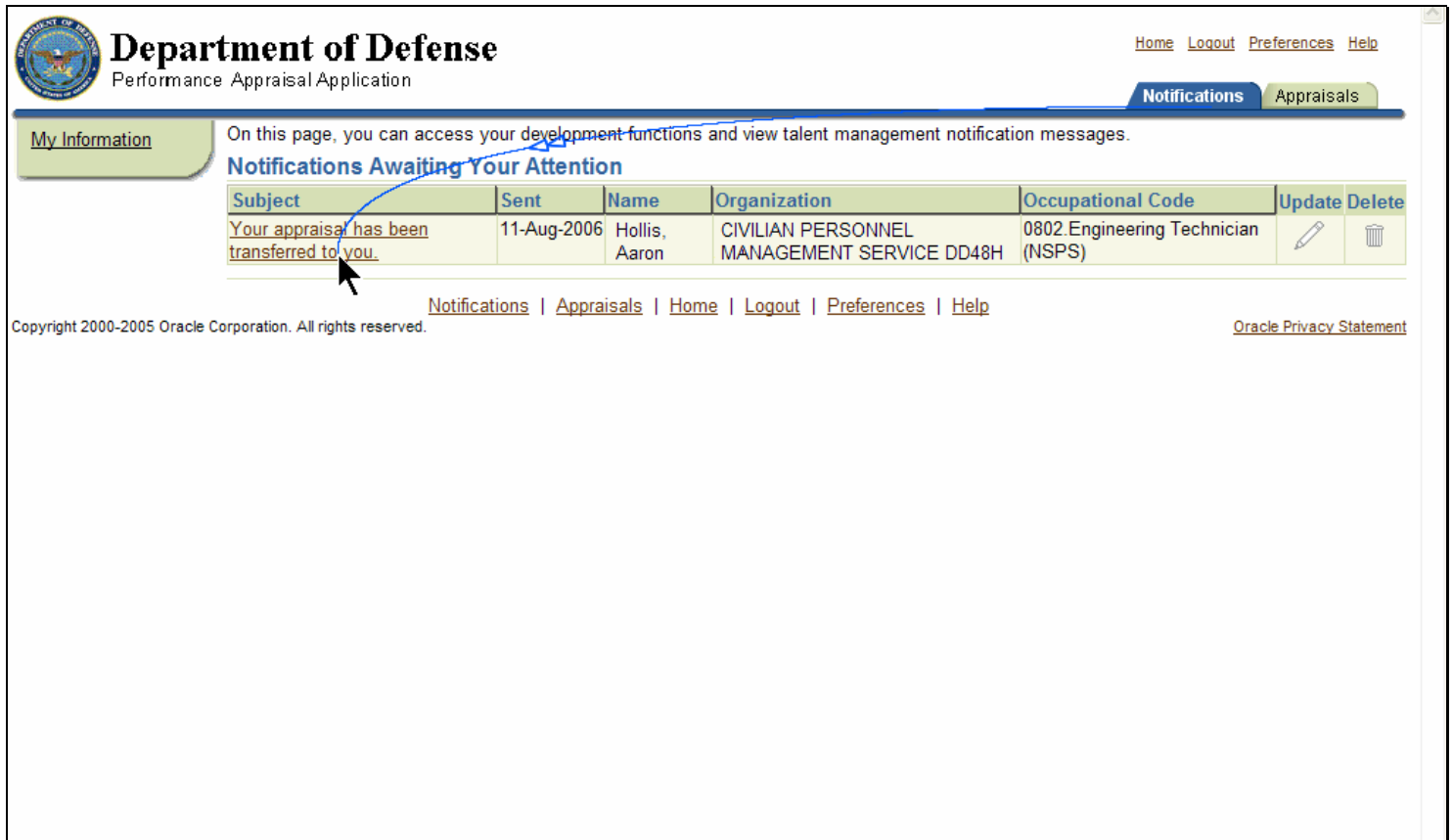
At the top right corner there are two tabs:


**Notifications** - This is a place to find messages from the rating official.

and **Appraisals** - this is a place to find appraisal information.

The middle of the page provides a summary of the performance plan status.

To view the message from his rating official, Luke Maggelon, Aaron selects **Notifications**.





 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#) [Help](#)

**Notifications** Appraisals

**My Information** On this page, you can access your development functions and view talent management notification messages.

**Notifications Awaiting Your Attention**


Subject	Sent	Name	Organization	Occupational Code	Update	Delete
<a href="#">Your appraisal has been transferred to you.</a>	11-Aug-2006	Hollis, Aaron	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H	0802 Engineering Technician (NSPS)		

[Notifications](#) | [Appraisals](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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### Text Captions

To view the notification, he selects the subject of the notification he wants to view.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences Help

**Information**  
This notification does not require a response.

**Your appraisal has been transferred to you.** Close

**From:** Maggelon, Luke  
**To:** Hollis, Aaron  
**Sent:** 11-Aug-2006 13:03:59  
**ID:** 1603174

**Summary**  
Effective Date 11-Aug-2006

Employee Name	Hollis, Aaron	Organization	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000
Position	NSPS.ENGINEERING TECH.639182.ARM.C.APPR	Location	Washington, US
Occupational Code	0802.Engineering Technician (NSPS)	Pay Plan/Pay Band	YD-02
Employee Number	416350		

**Rating Official Comments**  
(289 x 54)  
Please review your job objective.

**Appraisal Details**

Rating Cycle End Date	30-Sep-2007	Rating Cycle Start Date	01-Oct-2006
Appraisal Type	Annual Appraisal - NSPS	Performance Plan Approval Date	
Appraisal Effective Date	01-Jan-2008		
Rating Official Name	Maggelon, Luke		

**Text Captions**

Luke's message appears under the notification comments.

The notification page provides information such as who sent the notification, the date and time when it was sent, summary information, and comments provided by the rating official.

 **Information**

This notification does not require a response.

**Your appraisal has been transferred to you.** Close

From **Maggelon, Luke**  
To **Hollis, Aaron**  
Sent **11-Aug-2006 13:03:59**  
ID **1603174**

**Summary**

Effective Date **11-Aug-2006**

Employee Name	<b>Hollis, Aaron</b>	Organization	<b>CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000</b>
Position	<b>NSPS.ENGINEERING TECH.639182.ARM.C.APPR</b>	Location	<b>Washington, US</b>
Occupational Code	<b>0802.Engineering Technician (NSPS)</b>	Pay Plan/Pay Band	<b>YD-02</b>
Employee Number	<b>416350</b>		

.....

**Rating Official Comments**

Please review your job objective.

**Appraisal Details**


Rating Cycle End Date	<b>30-Sep-2007</b>	Rating Cycle Start Date	<b>01-Oct-2006</b>
Appraisal Type	<b>Annual Appraisal - NSPS</b>	Performance Plan Approval Date	
Appraisal Effective Date	<b>01-Jan-2008</b>		
Rating Official Name	<b>Maggelon, Luke</b>		

**Related Applications**

 **Update Action**

**Text Captions**

Aaron selects **Update Action** to access the performance plan and then selects **Update** to continue.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences

---

**Details: Employee**

Employee Name

Hollis, Aaron

Position

NSPS.ENGINEERING  
TECH.639182.ARM.C.APPR

Occupational Code

0802.Engineering Technician (NSPS)

Employee Number

416350

Organization

CIVILIAN PERSONNEL  
MANAGEMENT SERVICE DD48H50000

Location

Washington, US

Pay Plan/Pay Band

YD-02

Work Schedule

Full-Time

Pay Pool ID

Assignment Status

Active Appointment

Back

Transfer to Rating Official

Update

---

**Setup Details**

Initiator

Maggelon, Luke

Appraisal Type

Annual Appraisal - NSPS

Rating Cycle Start Date

01-Oct-2006

Rating Cycle End Date

30-Sep-2007

Rating Official

Maggelon, Luke

Performance Plan Approval Date

---

**Relevant Organizational Mission/Strategic Goals**

Develop and deploy effective quick reaction systems for Nuclear Weapons Transportation and Security Projects at low cost in a timely manner.  
Achieve DoD threat reduction goals by using key performance, cost and schedule parameters as well as baseline guidance.

---

**Performance Objectives**

Show All Details | Hide All Details

Details	Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
---------	-----------------	--------	-----------------	-----------------	----------------------	----------------------------	-----------------	-----------------

**Text Captions**

Aaron selects **Update Action** to access the performance plan and then selects **Update** to continue.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

[Overview](#) [Review](#)

[Relevant Organizational Mission/Strategic Goals](#) [Job Objectives](#) [Employee Self-Assessment](#) [Appraisals](#)

**Update Performance Plan: Overview**

[Cancel](#) [Save and Continue](#) [Transfer to Rating Official](#) [Continue](#)

Employee Name **Aaron Hollis** Organization **CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01**

Position **10000.GENERAL ENGINEER.73210.DD48.APPR** Location **Rossllyn, US**

Occupational Code **0801.Engineering (NSPS)** Pay Plan/Pay Band **YD-02**

Employee Number **36646** Assignment Status **Active Appointment**

Work Schedule **Full-Time**

Pay Pool ID

**Placement in Pay Band**

Current Base Salary **81190**

Minimum Pay Band Level **38175**

Maximum Pay Band Level **85578**

**Setup Details** [Return to Top](#)

\* Indicates required field

Appraisal Type **Annual Appraisal - NSPS** Rating Official **Maggelon, Luke**

Rating Cycle Start Date **01-Oct-2006** Performance Plan Approval Date

Rating Cycle End Date **30-Sep-2007**

Appraisal Effective Date **01-Jan-2008**

### Text Captions

He is now on the Overview page. Recall that Luke, the rating official, had three steps to complete in the planning process. Aaron, as an employee, has two: step 1, Overview, and step 2, Review.

On the Overview pages, employees may edit their job objectives and review their plans. Take a look at the top of the page. Notice that there are links to the following:

**Setup Details** - By selecting this link you see relevant employee information such as occupation, pay schedule, pay band, and salary.

**Relevant Organizational Mission/Strategic Goals** - By selecting this link you view the mission, organizational goals, and other relevant information used to ensure that job objectives are aligned with the organization's goals.

**Job Objectives** – By selecting this link you can enter the draft job objectives. Remember: typically employees have between three and five objectives.

**Employee Self-Assessment** – By selecting this link, you can document your self-assessment for the interim review and annual appraisal.

**Interim Reviews** - By selecting this link, you can view information related to the interim review. Remember: At least one interim review is required.

**Closeout Assessments** - By selecting this link, you can review your closeout assessment if you are leaving the organization before the end of the appraisal period.

The top of the page provides details regarding your occupation, salary, pay schedule, pay band, and placement in the band. Your rating official used this information, along with other considerations, when developing your draft plan.

Now, the Aaron has a chance to provide his input.



He wants to look at the job objective Luke entered for him. Aaron scrolls to the job objectives area and selects **View Details**.

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

**Job Objectives** [Return to Top](#)

[Add Objective](#)

Job Objective Title	Status	View Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
Job Objective 1 - Safety	PENDING								

**Employee Self-Assessment** [Return to Top](#)

☒ TIP Provide input that you wish to have considered as part of your performance rating assessment

**Interim Reviews** [Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					


**Closeout Assessments** [Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

**Text Captions**

He wants to look at the job objective Luke entered for him. Aaron scrolls to the job objectives area and selects **View Details**.



**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Update Job Objective

Cancel Save and Continue Apply

**Placement in Pay Band**  
Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

[Show Relevant Organizational Mission/Strategic Goals](#)  
Click Add Objective to create objectives against which you measure performance.  
\* Indicates required field

Job Objective Title Job Objective 1 - Safety  
(Enter up to 80 characters)

Start Date 01-Oct-2006

Job Objective Status PENDING

Job Objective

**Text Captions**

Note that the Job Objective area is read-only. If Aaron wants to edit or comment on an existing job objective, he must use the Working Version Job Objective text box to do so.

(Limit to 770 characters)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[▶ Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[▶ Show Job Objective Rating](#)

### Text Captions

He may also review the contributing factors associated with each existing job objective and the weights of each job objective, if used. Note that only the rating official can edit contributing factors and determine weighting of objectives.

Aaron wants to create a new job objective. To do this, he first scrolls to the **Apply** button and selects it.

Contributing Factors

- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

[Show Contributing Factor Impact](#)

[Show Additional Information on Contributing Factor Impact](#)

Adjusted Rating

Adjusted Weight

Weighted Rating (If Used)

[Cancel](#) [Save and Continue](#) [Apply](#)


[Home](#) | [Logout](#) | [Preferences](#)

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### Text Captions

Aaron wants to create a new job objective. To do this, he first scrolls to the **Apply** button and selects it.

 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview

Review

Setup Details

Relevant Organizational Mission/Strategic Goals

Job Objectives

Employee Self-Assessment

Interim Reviews

Closeout Assessments

**Update Performance Plan: Overview**

Cancel

Save and Continue

Transfer to Rating Official

Continue

Employee Name

Aaron Hollis

Organization

CIVILIAN PERSONNEL  
MANAGEMENT SERVICE DD48H50000  
01

Position

10000.GENERAL  
ENGINEER.73210.DD48.APPR

Location

Rosslyn, US

Occupational Code

0801.Engineering (NSPS)

Pay Plan/Pay Band

YD-02

Employee Number

36646

Work Schedule

Full-Time

Assignment Status

Active Appointment

Pay Pool ID

**Placement in Pay Band**

Current Base Salary

81190

Minimum Pay Band Level

38175

Maximum Pay Band Level

85578

**Setup Details**

\* Indicates required field

Appraisal Type

Annual Appraisal - NSPS

Rating Official

Maggelon, Luke

Rating Cycle Start Date

01-Oct-2006

Performance Plan Approval Date

Rating Cycle End Date

30-Sep-2007

Appraisal Effective Date

01-Jan-2008

[Return to Top](#)

**Text Captions**

Then he scrolls to the job objectives area and selects **Add Objective**.

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

[Return to Top](#)

**Job Objectives** [Return to Top](#)

[Add Objective](#)

Job Objective Title	Status	View Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
Job Objective 1 - Safety	PENDING								

**Employee Self-Assessment** [Return to Top](#)

☒ TIP Provide input that you wish to have considered as part of your performance rating assessment

**Interim Reviews** [Return to Top](#)


Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

**Closeout Assessments** [Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

**Text Captions**

Then he scrolls to the job objectives area and selects **Add Objective**.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Add Job Objective

\* Indicates required field


CancelSave and ContinueApply and Add AnotherApply

Placement in Pay Band

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

Show Relevant Organizational Mission/Strategic Goals

\* Job Objective Title   
(Enter up to 80 characters)


\* Start Date 04-Sep-2006   
(example: 20-Aug-2006)

Job Objective Status

Date Last Modified Job Objective 04-Sep-2006   
(Limit to 770 characters)

**Text Captions**

Just as Luke had to identify a job objective title, so does Aaron when he wants to add one. He enters a job objective title.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Add Job Objective

\* Indicates required field

Cancel

Save and Continue

Apply and Add Another

Apply

Placement in Pay Band

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578


Show Relevant Organizational Mission/Strategic Goals

\* Job Objective Title

(Enter up to 80 characters)

\* Start Date

04-Sep-2006

  
(Example: 20-Aug-2006)

Job Objective Status

Date Last Modified


04-Sep-2006

Job Objective

(Limit to 770 characters)

**Text Captions**

Just as Luke had to identify a job objective title, so does Aaron when he wants to add one. He enters a job objective title.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Add Job Objective

\* Indicates required field

Cancel

Save and Continue

Apply and Add Another

Apply

Placement in Pay Band

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

Show Relevant Organizational Mission/Strategic Goals

\* Job Objective Title   
(Enter up to 80 characters)

\* Start Date   
(Example: 20-Aug-2006)


Job Objective Status

Date Last Modified 04-Sep-2006  
Job Objective   
(Limit to 770 characters)

**Text Captions**

Next, he enters the start date.



**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

Add Job Objective

\* Indicates required field

Cancel

Save and Continue

Apply and Add Another


Apply

Placement in Pay Band

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

Show Relevant Organizational Mission/Strategic Goals

\* Job Objective Title   
(Enter up to 80 characters)

\* Start Date    
(example: 20-Aug-2006)

Job Objective Status

Date Last Modified 04-Sep-2006  
Job Objective   
(Limit to 770 characters)

## Text Captions

Next, he enters the start date.

[Need Help to write Objectives](#)

Working Version Job Objective

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

### Text Captions

Then Aaron adds the job objective. Note that because this is a new job objective, it may be typed into the Job Objective text box, the Working Version Job Objective text box, or both.

[Need help to write Objectives](#)

Working Version Job Objective

Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost improvement recommendations.

(Limit to 2000 characters)

Contributing Factors

☒ Technical Proficiency

☐ Critical Thinking

☐ Cooperation and Teamwork

☒ Communication

☐ Customer Focus

☐ Resource Management

☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

### Text Captions

Note that Aaron's draft job objective was entered in the Working Version Job Objective text box.

Finally, because this is a new job objective, Aaron is able to select what he feels are the appropriate contributing factors. He determines that the contributing factor Communication is appropriate.

[Need help to write Objectives](#)

Working Version Job Objective

Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost improvement recommendations.

(Limit to 2000 characters)

Contributing Factors

☐ Technical Proficiency

☐ Critical Thinking

☐ Cooperation and Teamwork

☒ Communication

☐ Customer Focus

☐ Resource Management

☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating


[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

### Text Captions

Finally, because this is a new job objective, Aaron is able to select what he feels are the appropriate contributing factors. He determines that the contributing factor Communication is appropriate.

 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

**Add Job Objective**

\* Indicates required field

Cancel

Save and Continue

Apply and Add Another


Apply

**Placement in Pay Band**

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

Show Relevant Organizational Mission/Strategic Goals

\* Job Objective Title   
(Enter up to 80 characters)

\* Start Date    
(example: 20-Aug-2006)

Job Objective Status

Date Last Modified Job Objective 04-Sep-2006  
  
(Limit to 770 characters)

**Text Captions**

Finally, because this is a new job objective, Aaron is able to select what he feels are the appropriate contributing factors. He determines that the contributing factor Communication is appropriate.

[Need help to write Objectives](#)

Working Version Job Objective

Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost improvement recommendations.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☒ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

### Text Captions

As an employee, Aaron is not allowed to determine job objective weights, so he skips the weight section.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

**Overview** Review

**Add Job Objective**

\* Indicates required field

**Placement in Pay Band**

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

[Show Relevant Organizational Mission/Strategic Goals](#)

\* Job Objective Title Job Objective 2 - Op Mgmt  
(Enter up to 80 characters)

\* Start Date 04-Sep-2006  
(example: 20-Aug-2006)

Job Objective Status

Date Last Modified Job Objective 04-Sep-2006

(Limit to 770 characters)

Cancel Save and Continue Apply and Add Another Apply

### Text Captions

There are four buttons that appear on the top and bottom of each page in step 1:

**Cancel:** Selecting this button cancels all changes and returns you to the main page.

**Save and Continue:** Selecting this button saves your changes and allows you to proceed on the same page.

**Apply and Add Another:** Selecting this button saves your changes and goes to another blank job objective.

**Apply:** Selecting this button saves the job objective and returns to the main page. Aaron selects **Apply**.

 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview

Review

▼ [Setup Details](#)

▼ [Relevant Organizational Mission/Strategic Goals](#)

▼ [Job Objectives](#)

▼ [Employee Self-Assessment](#)

▼ [Interim Reviews](#)

▼ [Closeout Assessments](#)

**Update Performance Plan: Overview**

Cancel

Save and Continue

Transfer to Rating Official

Continue

Employee Name **Aaron Hollis**

Organization **CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01**

Position **10000.GENERAL ENGINEER.73210.DD48.APPR**

Location **Rossllyn, US**

Occupational Code **0801.Engineering (NSPS)**

Pay Plan/Pay Band **YD-02**

Employee Number **36646**

Work Schedule **Full-Time**

Assignment Status **Active Appointment**

Pay Pool ID

**Placement in Pay Band**

Current Base Salary **81190**

Minimum Pay Band Level **38175**

Maximum Pay Band Level **85578**

**Setup Details** [Return to Top](#)

\* Indicates required field

Appraisal Type **Annual Appraisal - NSPS**

Rating Cycle Start Date **01-Oct-2006**

Rating Cycle End Date **30-Sep-2007**

Appraisal Effective Date **01-Jan-2008**

Rating Official **Maggelon, Luke**

Performance Plan Approval Date

**Text Captions**

Notice that Aaron is still in step 1 on the Overview page. He scrolls down to the Job Objectives area.



### Relevant Organizational Mission/Strategic Goals

[Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

[Return to Top](#)

### Job Objectives

[Return to Top](#)

[Add Objective](#)

Job Objective Title	Status	View Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
Job Objective 1 - Safety	PENDING								
Job Objective 2 - Op Mgmt	PENDING								

### Employee Self-Assessment

[Return to Top](#)

☒ **TIP** Provide input that you wish to have considered as part of your performance rating assessment

### Interim Reviews

[Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

### Closeout Assessments

[Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
---------	------------	----------	-----------	--------	--------

## Text Captions

The new job objective appears in "Pending" status until it is approved.

If Aaron wants to make changes to this job objective, he could do so by selecting **View Details**.

Up until the time the performance plan is transferred to his rating official, Aaron can delete *this* pending job objective by selecting **Delete**.

[Return to Top](#)

### Job Objectives

[Return to Top](#)

[Add Objective](#)

Job Objective Title	Status	View Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
Job Objective 1 - Safety	PENDING								
Job Objective 2 - Op Mgmt	PENDING								

### Employee Self-Assessment

[Return to Top](#)

☒ **TIP** Provide input that you wish to have considered as part of your performance rating assessment

### Interim Reviews

[Return to Top](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

### Closeout Assessments

[Return to Top](#)


Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

[Cancel](#) [Save and Continue](#) [Transfer to Rating Official](#) [Continue](#)

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## Text Captions

Aaron is comfortable with his plan and selects **Continue** to advance to step 2, Review.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Overview Review

[Relevant Organizational Mission/Strategic Goals](#) [Job Objectives](#) [Employee Self-Assessment](#)

**Update Performance Plan: Review**

Cancel

Save and Continue

Back

Transfer to Rating Official

Employee Name **Aaron Hollis**

Organization **CIVILIAN PERSONNEL  
MANAGEMENT SERVICE DD48H50000  
01**

Position **10000.GENERAL  
ENGINEER.73210.DD48.APPR**

Location **Rosslyn, US**

Occupational Code **0801.Engineering (NSPS)**

Pay Plan/Pay Band **YD-02**

Employee Number **36646**

Work Schedule **Full-Time**

Assignment Status **Active Appointment**

Pay Pool ID

To make changes to the appraisal, click Back.

**Setup Details**

Initiator **Maggelon, Luke**

Appraisal Type **Annual Appraisal - NSPS**

Rating Cycle Start Date **01-Oct-2006**

Rating Cycle End Date **30-Sep-2007**

Rating Official **Maggelon, Luke**

Performance Plan Approval Date

**Relevant Organizational Mission/Strategic Goals**

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.

2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.

3. Streamline and improve processes to deliver world-class safety and occupational health programs.

[Return to Top](#)

### Text Captions

The Review page provides an opportunity to review any edits or changes to the plan.

Page 107 of 142

ENGINEER.73210.DD48.APPR

Occupational Code 0801.Engineering (NSPS)  
Employee Number 36646

Pay Plan/Pay Band YD-02

Work Schedule Full-Time  
Pay Pool ID

Assignment Status Active Appointment

To make changes to the appraisal, click Back.

**Setup Details**

Initiator Maggelon, Luke  
Appraisal Type Annual Appraisal - NSPS  
Rating Cycle Start Date 01-Oct-2006  
Rating Cycle End Date 30-Sep-2007

Rating Official Maggelon, Luke  
Performance Plan Approval Date

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

**Job Objectives** [Return to Top](#)

[Show All Details](#) | [Hide All Details](#)

Details	Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
<a href="#">Show</a>	Job Objective 1 - Safety	PENDING						
<a href="#">Show</a>	Job Objective 2 - Op Mgmt	PENDING						

**Employee Self-Assessment** [Return to Top](#)

### Text Captions

To show the Details area of the job objectives that are currently pending, he selects **Show All Details** to view all job objectives.

[Show All Details](#) | [Hide All Details](#)

Details	Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
<a href="#">Hide</a>	Job Objective 1 - Safety	PENDING						
<p>Performance Objective Working Version Job Objective</p> <p>Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.</p> <p>Contributing Factors Cooperation and Teamwork, Communication, Last Modified Date 04-Sep-2006</p>								
<a href="#">Hide</a>	Job Objective 2 - Op Mgmt	PENDING						
<p>Performance Objective Working Version Job Objective</p> <p>Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost improvement recommendations.</p> <p>Contributing Factors Communication Last Modified Date 04-Sep-2006</p>								

**Employee Self-Assessment**

[Return to Top](#)

### Text Captions

When his review is complete, he selects **Hide All Details** to return to a summary block.

Occupational Code 0801.Engineering (NSPS) Pay Plan/Pay Band YD-02  
Employee Number 36646

Work Schedule Full-Time Assignment Status Active Appointment  
Pay Pool ID

To make changes to the appraisal, click Back.

**Setup Details**

Initiator Maggelon, Luke Rating Official Maggelon, Luke  
Appraisal Type Annual Appraisal - NSPS Performance Plan Approval Date  
Rating Cycle Start Date 01-Oct-2006  
Rating Cycle End Date 30-Sep-2007

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

**Job Objectives** [Return to Top](#)

Show All Details | Hide All Details

Details	Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
<a href="#">Show</a>	Job Objective 1 - Safety	PENDING						
<a href="#">Show</a>	Job Objective 2 - Op Mgmt	PENDING						

**Employee Self-Assessment** [Return to Top](#)

[Cancel](#) [Save and Continue](#) [Back](#) [Transfer to Rating Official](#)

### Text Captions

At this point, Aaron is ready to transfer the revised performance plan to Luke, his rating official.

To do so, he selects **Transfer to Rating Official**.

[Home](#) [Logout](#) [Preferences](#)

[Appraisals: My Appraisals](#) >

**Share Appraisal Details with Rating Official**

When you click Submit, ownership of this appraisal transfers to the Rating Official.

Cancel

Submit

**Notification Message for Rating Official**

Cancel

Submit

[Home](#) | [Logout](#) | [Preferences](#)

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**Text Captions**

Aaron writes a brief message indicating that he has reviewed the plan and is offering one more job objective for Luke's consideration.

Home Logout Preferences

Appraisals: My Appraisals >

### Share Appraisal Details with Rating Official

When you click Submit, ownership of this appraisal transfers to the Rating Official.

Cancel Submit

#### Notification Message for Rating Official

Cancel Submit

Home | Logout | Preferences

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#### Text Captions

Aaron writes a brief message indicating that he has reviewed the plan and is offering one more job objective for Luke's consideration.

When he is done writing the message, Aaron selects **Submit**.



**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Notifications](#) [Appraisals](#)





**My Appraisals**

**Confirmation**

The appraisal has been submitted to the rating official.

**My Plans/Appraisals**

**Appraisals of Hollis, Aaron**

Initiator	Appraisal Effective Date	Rating Official	Appraisal Type	Status	Details	Update	Delete	Print
Maggelon, Luke	01-Jan-2008	Maggelon, Luke	Annual Appraisal - NSPS	Ongoing				

**Completed Plans/Appraisals**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Initiator

Last Name, Title First Name

Appraisal Effective Date

(example: 20-Aug-2006)

Appraisal Type

Initiator	Appraisal Effective Date	Appraisal Period Start Date	Appraisal Period End Date	Appraisal Type	Details	Delete
No data exists.						

[Notifications](#) | [Appraisals](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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**Text Captions**

He is returned to the My Plans/Appraisals page.

Here's a Tip - It is a good idea to send your rating official an e-mail to let him or her know that the plan is ready for review and approval.

The status of Aaron's appraisal can be viewed under My Plans/Appraisals. The status is "ongoing," so Aaron can no longer update the plan. Aaron is done with his session and logs off.



**OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY**

**\*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\***

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**Authorities:** 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

**Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

User Name

ORACLE® Password

E-BUSINESS SUITE

[Forgot your password?](#)

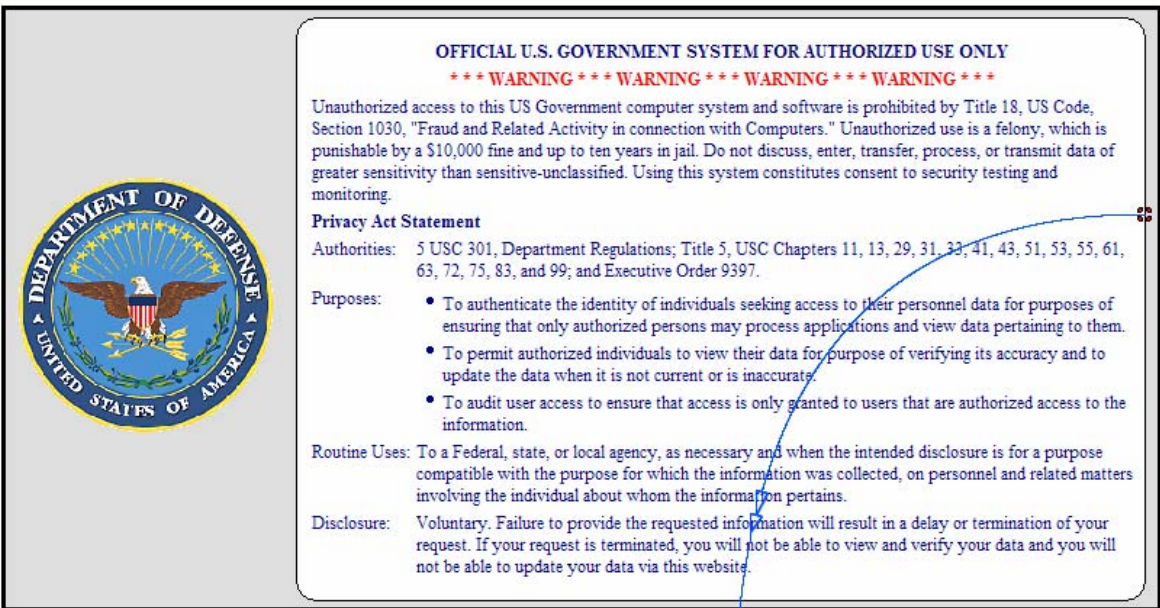
### Text Captions

Now that Aaron has reviewed his performance plan and provided feedback, it is time for the rating official to review and approve the plan.



**Text Captions**

Logging on as a rating official and finalizing a performance plan.



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**\*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\***

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**Privacy Act Statement**

**Authorities:** 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

**Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

**ORACLE**  
**E-BUSINESS SUITE**

User Name

Password

[Forgot your password?](#)

**Text Captions**

Luke logs on to the Performance Appraisal Application through **My Workplace**.

Department of Defense

Home Logout Preferences Help

**Navigator**

[My Biz](#) [My Workplace](#) Please select a responsibility.

**Favorites** [Edit Favorites](#)

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.


- [TSP Homepage](#)
- [OPM Homepage](#)
- [MyPay](#)
- [USA Jobs](#)
- [OPM Health Benefits Homepage](#)
- [OPM Life Insurance Homepage](#)
- [OPM Retirement Homepage](#)
- [Self Service Information](#)
- [Federal Long Term Care Insurance Program](#)
- [Flexible Spending Account](#)

Home | Logout | Preferences | Help

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### Text Captions

Luke logs on to the Performance Appraisal Application through **My Workplace**.

 **Department of Defense**

[Home](#) [Logout](#) [Preferences](#) [Help](#)

---

**Navigator**

- [My Biz](#)
- [My Workplace](#)
  - [All Actions Awaiting Your Attention](#)
  - [NSPS Appraisals \(My Workplace\)](#)
  - [My Employee Information](#)

**Favorites** [Edit Favorites](#)

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.


- [TSP Homepage](#)
- [OPM Homepage](#)
- [MyPay](#)
- [USA Jobs](#)
- [OPM Health Benefits Homepage](#)
- [OPM Life Insurance Homepage](#)
- [OPM Retirement Homepage](#)
- [Self Service Information](#)
- [Federal Long Term Care Insurance Program](#)
- [Flexible Spending Account](#)

---

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### Text Captions

Luke logs on to the Performance Appraisal Application through **My Workplace**.


**Department of Defense**  
 Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Notifications](#) **[Appraisals](#)**

**Rating Official**

**Performance Management As Rating Official**

[View All Appraisals By Employee](#)

**Plans/Appraisals in Progress**

Create

Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Maggelon, Luke	Hollis, Aaron	01-Jan-2008	Ongoing	Open		Highlight Box		
Maggelon, Luke	Zeigler, Adam	01-Jan-2008	Transferred	Open		Highlight Box		

**Completed Plans/Appraisals**  
 Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee    
Last Name, Title First Name  
 Appraisal Effective Date    
(example: 21-Aug-2006)  
 Appraisal Type

Employee	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Appraisal Type	Details	Delete
No data exists.						

[View All Appraisals By Employee](#)

[Notifications](#) | [Appraisals](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

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### Text Captions

When logged on, the Rating Official - Performance Management As Rating Official page is displayed. On this page, Luke can view the status of his employees' performance plans.

Take a look at the two employees listed. Notice that Aaron's status is "Ongoing" and that the pencil under the Appraise column is highlighted. This indicates that Luke has ownership of Aaron's plan.

Notice that the pencil for the other plan is not highlighted. This indicates that this employee currently has ownership of his plan.

Luke selects **Appraise** to continue.

 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

---

### Rating Official Review

Transfer to Employee

Update Appraisal

Submit Recommended Ratings

Employee Name

Aaron Hollis

Position

10000.GENERAL  
ENGINEER.73210.DD48.APPR

Occupational Code

0801.Engineering (NSPS)

Employee Number

36646

Organization

CIVILIAN PERSONNEL  
MANAGEMENT SERVICE DD48H50000  
01

Location

Rosslyn, US

Pay Plan/Pay Band

YD-02

Work Schedule

Full-Time

Pay Pool ID

Assignment Status

Active Appointment

---

### Setup Details

Initiator

Maggelon, Luke

Appraisal Type

Annual Appraisal - NSPS

Appraisal Period Start Date

01-Oct-2006

Appraisal Period End Date

30-Sep-2007

Rating Official

Maggelon, Luke

Appraisal Effective Date

01-Jan-2008

Performance Plan Approval Date

Change Rating Official

---

### Relevant Organizational Mission/Strategic Goals

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.

2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.

3. Streamline and improve processes to deliver world-class safety and occupational health programs.

---


### Job Objectives

Show All Details | Hide All Details

### Text Captions

He selects **Update Appraisal** to review job objectives and associated contributing factors, and finalize them.



**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

[Rating Official Review](#) >

**Update Plan/Appraisal**

Employee Name **Aaron Hollis**

Position **10000.GENERAL  
ENGINEER.73210.DD48.APPR**

Occupational Code **0801.Engineering (NSPS)**

Employee Number **36646**

Work Schedule **Full-Time**

Pay Pool ID

Organization **CIVILIAN PERSONNEL  
MANAGEMENT SERVICE DD48H50000  
01**

Location **Rosslyn, US**

Pay Plan/Pay Band **YD-02**

Assignment Status **Active Appointment**

**Setup Details**

\* Indicates required field

Appraisal Type **Annual Appraisal - NSPS**

\* Rating Cycle Start Date **01-Oct-2006**  
(example: 21-Aug-2006)

\* Rating Cycle End Date **30-Sep-2007**

\* Template **Default Appraisal Template**

\* Appraisal Effective Date **01-Jan-2008**

Assignment Number **36646**

Rating Official **Maggelon, Luke**

Performance Plan Approval Date  
(example: 21-Aug-2006)

**Relevant Organizational Mission/Strategic Goals**

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.

2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.

3. Streamline and improve processes to deliver world-class safety and occupational health programs.

### Text Captions





Remember that the draft job objectives are in the Working Version Job Objective text box, so Luke must cut and paste each objective into the Job Objective text box. He scrolls to the Job Objectives area.

2. Structure internal processes to quickly develop and deploy as needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

### Job Objectives

Select Object:  |

[Select All](#) | [Select None](#)

Select	Details	Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
<input type="checkbox"/>	<a href="#">Show</a>	Job Objective 1 - Safety	PENDING		<input type="text" value=""/>						
<input type="checkbox"/>	<a href="#">Show</a>	Job Objective 2 - Op Mgmt	PENDING		<input type="text" value=""/>						

### Overall Employee Feedback

☒ **TIP** Provide input that you wish to have considered as part of your performance rating assessment


### Overall Rating and Comments

Overall Rating

Overall Comments

### Text Captions

He selects **Update Details** to update the first job objective.

 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

[Rating Official Review](#) > [Update Plan/Appraisal](#) >

**Update Job Objective**

Click Add Objective to create objectives against which you measure performance.

\* Indicates required field


**Placement in Pay Band**

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

[Show Strategic Organizational Objectives](#)

\* Objective Title   
(Enter up to 80 characters)

Job Objective Status **PENDING**

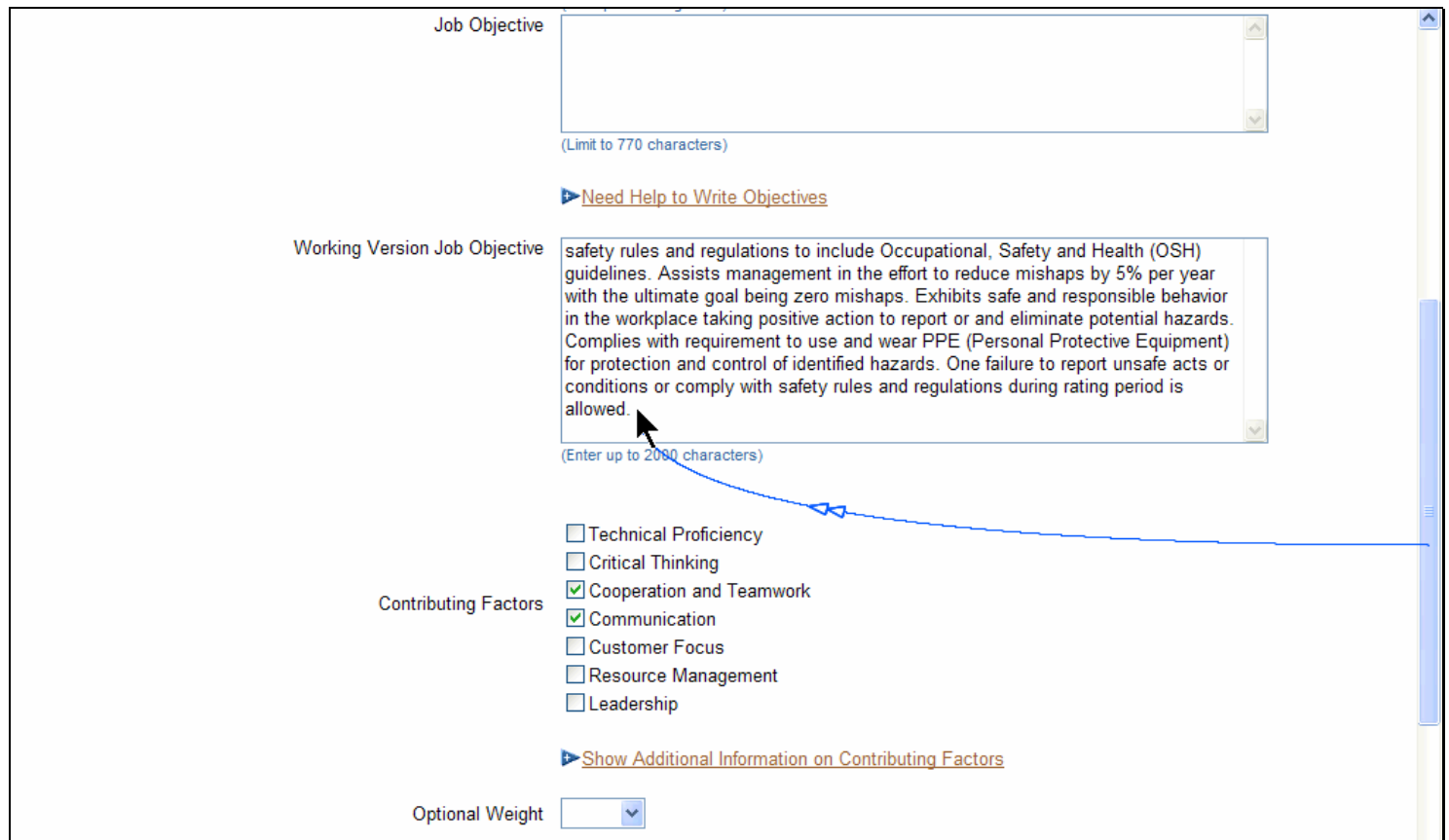
Date Last Modified    
(example: 21-Aug-2006)

Job Objective   
(Limit to 770 characters)

[Need Help to Write Objectives](#)

**Text Captions**

Luke scrolls to the text in the **Working Version Job Objective** field.



The screenshot shows a web-based form for finalizing a performance plan. It includes fields for 'Job Objective' (770 characters limit), 'Working Version Job Objective' (2000 characters limit), and a list of 'Contributing Factors' with checkboxes. A blue arrow points from the 'Working Version Job Objective' field to the 'Job Objective' field, indicating a copy-paste action.

Job Objective

(Limit to 770 characters)

[▶ Need Help to Write Objectives](#)

Working Version Job Objective

safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Enter up to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[▶ Show Additional Information on Contributing Factors](#)

Optional Weight

**Text Captions**

He copies and pastes the text from the **Working Version Job Objective** field to the **Job Objective** field.

Job Objective

(limit to 770 characters)

[Need Help to Write Objectives](#)

Working Version Job Objective

(Enter up to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

**Text Captions**

He copies and pastes the text from the **Working Version Job Objective** field to the **Job Objective** field.

Job Objective

in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.]

(Limit to 770 characters)

[Need Help to Write Objectives](#)

Working Version Job Objective

(Enter up to 2000 characters)

Contributing Factors

☐ Technical Proficiency

☐ Critical Thinking

☒ Cooperation and Teamwork

☒ Communication

☐ Customer Focus

☐ Resource Management


☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

### Text Captions

He scrolls to the buttons at the top of the page.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

[Rating Official Review](#) > [Update Plan/Appraisal](#) >

### Update Job Objective

Click Add Objective to create objectives against which you measure performance.

\* Indicates required field


**Placement in Pay Band**

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

[Show Strategic Organizational Objectives](#)

\* Objective Title   
(Enter up to 80 characters)

Job Objective Status **PENDING**


Date Last Modified    
(example: 21-Aug-2006)

Job Objective   
(Limit to 770 characters)

[Need Help to Write Objectives](#)

**Text Captions**

He selects **Apply and Update Next**.

 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

[Rating Official Review](#) > [Update Plan/Appraisal](#) >

### Update Job Objective

Click Add Objective to create objectives against which you measure performance.

#### Placement in Pay Band

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

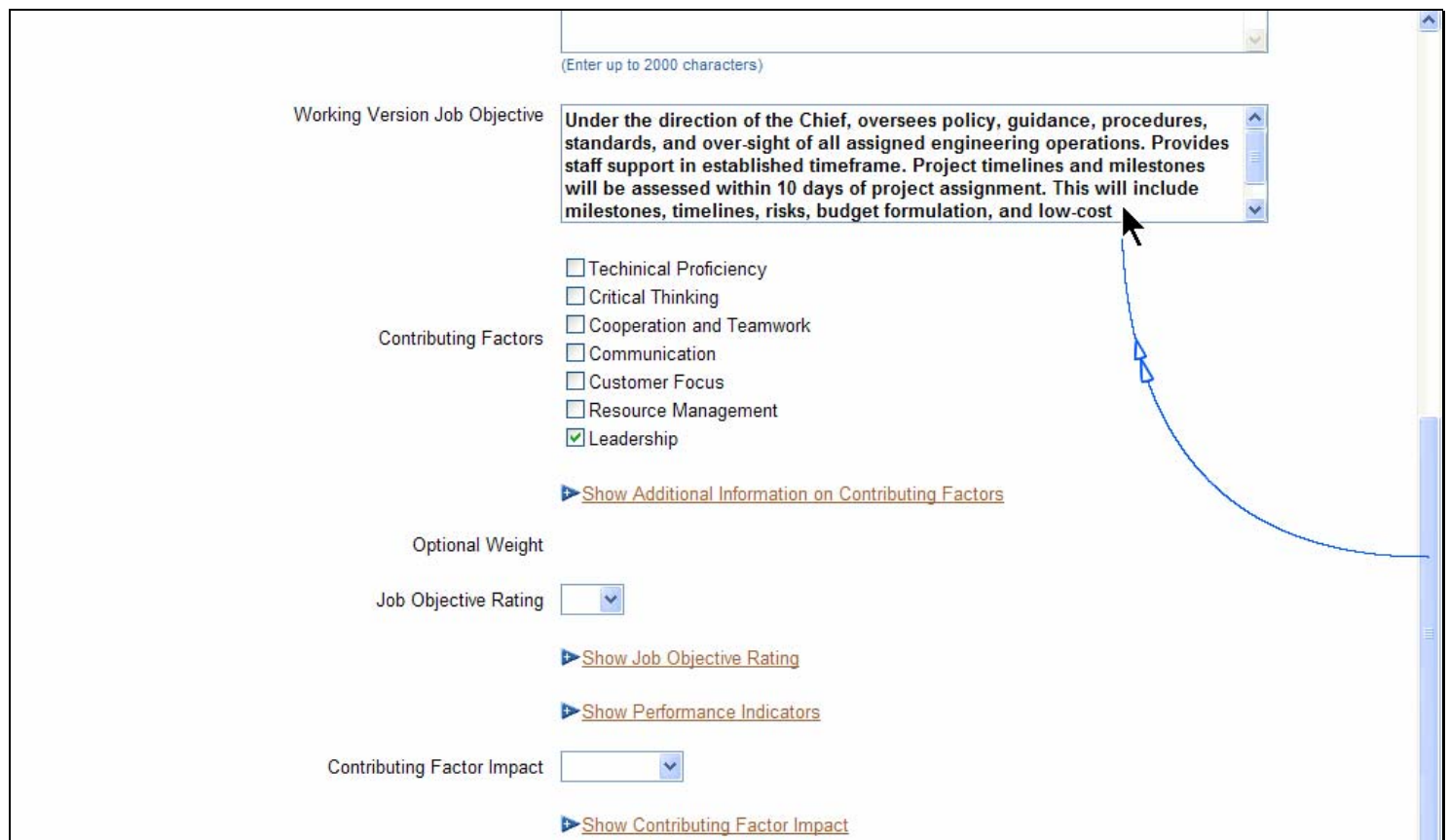
[Show Relevant Organizational Mission/Strategic Goals](#)

* Job Objective Title	<input type="text" value="Job Objective 2 - Op Mgmt"/>
Job Objective Status	PENDING
Job Objective	<div></div>

### Text Captions

Luke scrolls to the **Working Version Job Objective** field for the second objective.





(Enter up to 2000 characters)

Working Version Job Objective

Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☒ Leadership

[▶ Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[▶ Show Job Objective Rating](#)

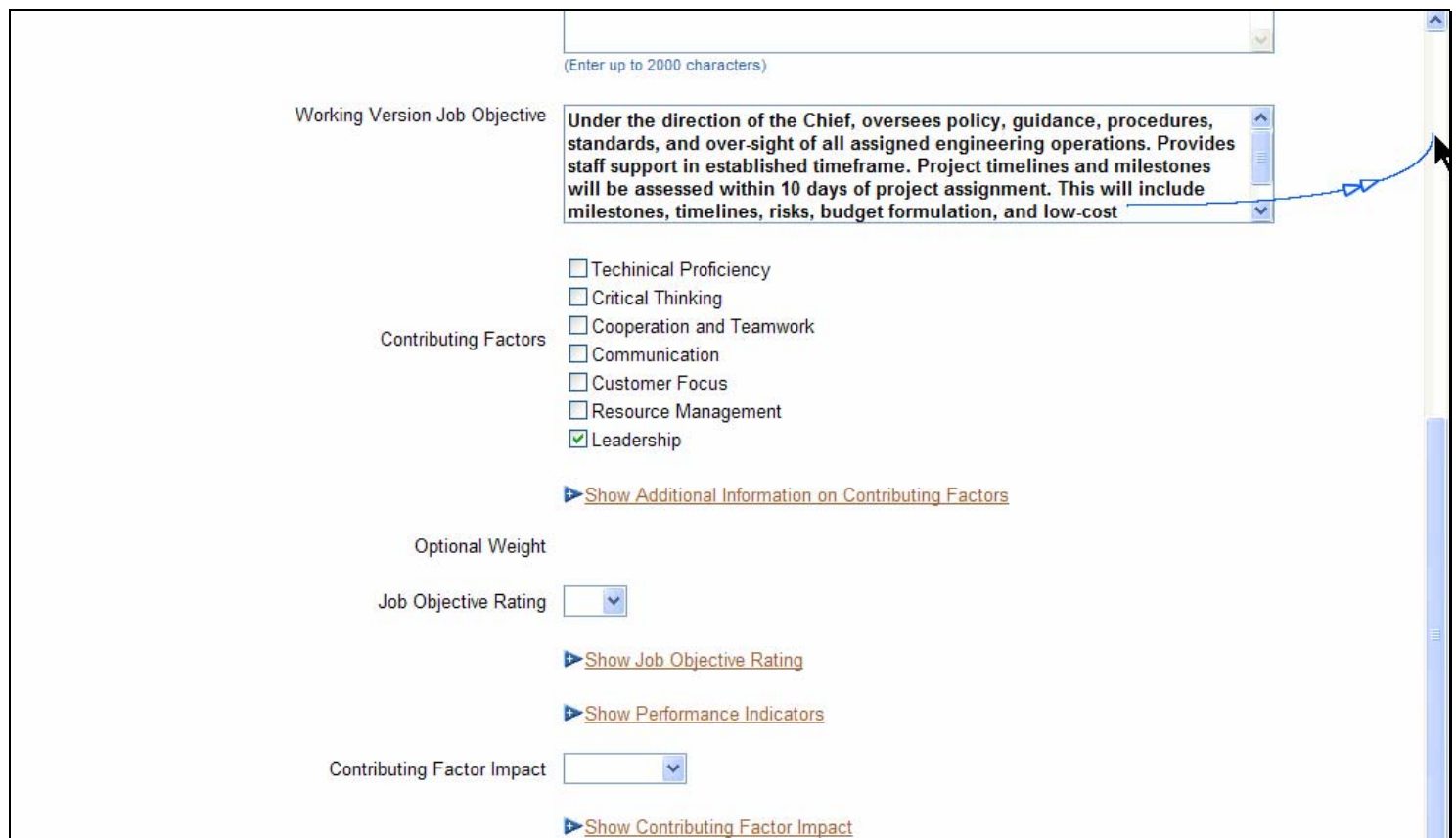
[▶ Show Performance Indicators](#)

Contributing Factor Impact

[▶ Show Contributing Factor Impact](#)

**Text Captions**

And he copies and pastes the text for this objective like he did for the first one.



(Enter up to 2000 characters)

Working Version Job Objective

Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☒ Leadership

[▶ Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[▶ Show Job Objective Rating](#)

[▶ Show Performance Indicators](#)

Contributing Factor Impact

[▶ Show Contributing Factor Impact](#)

**Text Captions**

And he copies and pastes the text for this objective like he did for the first one.

* Job Objective Title	Job Objective 2 - Op Mgmt
Job Objective Status	PENDING
Job Objective	<div></div> <div>(Enter up to 2000 characters)</div>
Working Version Job Objective	<div></div>
Contributing Factors	<div><input type="checkbox"/> Technical Proficiency</div> <div><input type="checkbox"/> Critical Thinking</div> <div><input type="checkbox"/> Cooperation and Teamwork</div> <div><input type="checkbox"/> Communication</div>

**Text Captions**

And he copies and pastes the text for this objective like he did for the first one.

* Job Objective Title	Job Objective 2 - Op Mgmt
Job Objective Status	PENDING
Job Objective	<div>Under the direction of the Chief, oversees policy, guidance, procedures, standards, and over-sight of all assigned engineering operations. Provides staff support in established timeframe. Project timelines and milestones will be assessed within 10 days of project assignment. This will include milestones, timelines, risks, budget formulation, and low-cost improvement recommendations.</div> <div>(Enter up to 2000 characters)</div>
Working Version Job Objective	
Contributing Factors	<div><input type="checkbox"/> Technical Proficiency</div> <div><input type="checkbox"/> Critical Thinking</div> <div><input type="checkbox"/> Cooperation and Teamwork</div> <div><input type="checkbox"/> Communication</div>

**Text Captions**

He scrolls to the top of the page.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

[Rating Official Review](#) > [Update Plan/Appraisal](#) >

**Update Job Objective**

Click Add Objective to create objectives against which you measure performance.

[Cancel](#) [Save and Continue](#) [Apply](#)

**Placement in Pay Band**

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

[Show Relevant Organizational Mission/Strategic Goals](#)


\* Job Objective Title

Job Objective Status PENDING

Job Objective

Text Captions

Then he selects **Apply**.

 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

[Rating Official Review](#) >

**Update Plan/Appraisal**

Employee Name **Aaron Hollis**

Position **10000.GENERAL  
ENGINEER.73210.DD48.APPR**

Occupational Code **0801.Engineering (NSPS)**

Employee Number **36646**

Work Schedule **Full-Time**

Pay Pool ID

Organization **CIVILIAN PERSONNEL  
MANAGEMENT SERVICE DD48H50000  
01**

Location **Rosslyn, US**

Pay Plan/Pay Band **YD-02**

Assignment Status **Active Appointment**

**Cancel** **Save and Continue** **Apply**

**Setup Details**

\* Indicates required field

Appraisal Type **Annual Appraisal - NSPS**

\* Rating Cycle Start Date **01-Oct-2006**  
(example: 21-Aug-2006)

\* Rating Cycle End Date **30-Sep-2007**

\* Template **Default Appraisal Template**

\* Appraisal Effective Date **01-Jan-2008**

Assignment Number **36646**

Rating Official **Maggelon, Luke**

Performance Plan Approval Date  
(example: 21-Aug-2006)

**Relevant Organizational Mission/Strategic Goals**

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.

2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.

3. Streamline and improve processes to deliver world-class safety and occupational health programs.

**Text Captions**

Luke is transferred to the Update Plan/Appraisal page. He scrolls to the Job Objective section and notices that the job objectives are pending. As a rating official, Luke has two options to approve job objectives:

2. Structure internal processes to quickly develop and deploy as needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

### Job Objectives

Select Object:  |

Select Details	Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
<input type="checkbox"/> <a href="#">Show</a>	Job Objective 1 - Safety	PENDING		<input type="text" value="1"/>						
<input type="checkbox"/> <a href="#">Show</a>	Job Objective 2 - Op Mgmt	PENDING		<input type="text" value="1"/>						

### Overall Employee Feedback

☒ TIP Provide input that you wish to have considered as part of your performance rating assessment

### Overall Rating and Comments

Overall Rating

Overall Comments

## Text Captions

He can individually approve each objective by selecting **Select** for each objective; or he can select **Select All** to approve all the job objectives at one time.

2. Structure internal processes to quickly develop and deploy as needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

### Job Objectives

Select Object:  |

Select All | ~~Select None~~

Select	Details	Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
<input checked="" type="checkbox"/>	<a href="#">Show</a>	Job Objective 1 - Safety	PENDING		<input type="text" value="1"/>						
<input checked="" type="checkbox"/>	<a href="#">Show</a>	Job Objective 2 - Op Mgmt	PENDING		<input type="text" value="1"/>						

### Overall Employee Feedback

☒ TIP Provide input that you wish to have considered as part of your performance rating assessment

### Overall Rating and Comments


Overall Rating

Overall Comments

### Text Captions

Then he selects the **Approve** button. When the selection is made, the job objective status switches from "Pending" to "Approved."



**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences

---

Update Plan/Appraisal

Employee Name Aaron Hollis

Organization CIVILIAN PERSONNEL  
MANAGEMENT SERVICE DD48H50000  
01

Position 10000.GENERAL  
ENGINEER.73210.DD48.APPR

Location Rosslyn, US

Occupational Code 0801.Engineering (NSPS)

Pay Plan/Pay Band YD-02

Employee Number 36646

Work Schedule Full-Time

Assignment Status Active Appointment

Pay Pool ID

Cancel Save and Continue **Apply**

---

Setup Details

\* Indicates required field

Appraisal Type Annual Appraisal - NSPS

Rating Official Muggelton, Luke

\* Rating Cycle Start Date 01-Oct-2006  
(example: 21-Aug-2006)

Performance Plan Approval Date  
(X:545; Y:358) (example: 21-Aug-2006)

\* Rating Cycle End Date 30-Sep-2007

\* Template Default Appraisal Template

\* Appraisal Effective Date 01-Jan-2008

Assignment Number 36646

Relevant Organizational Mission/Strategic Goals


1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

**Text Captions**

There are two more steps as a rating official Luke needs to complete.

First, he goes to the Setup Details section and enters the performance plan approval date.

Finally, he selects **Apply**.

 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

---

### Rating Official Review

[Transfer to Employee](#) [Update Appraisal](#) [Submit Recommended Ratings](#)

Employee Name	Aaron Hollis	Organization	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01
Position	10000.GENERAL ENGINEER.73210.DD48.APPR	Location	Rosslyn, US
Occupational Code	0801.Engineering (NSPS)	Pay Plan/Pay Band	YD-02
Employee Number	36646		
Work Schedule	Full-Time	Assignment Status	Active Appointment
Pay Pool ID			

---

### Setup Details

[Change Rating Official](#)

Initiator	Maggelon, Luke	Rating Official	Maggelon, Luke
Appraisal Type	Annual Appraisal - NSPS	Appraisal Effective Date	01-Jan-2008
Appraisal Period Start Date	01-Oct-2006	Performance Plan Approval Date	15-Oct-2006
Appraisal Period End Date	30-Sep-2007		

---

### Relevant Organizational Mission/Strategic Goals

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

---

### Job Objectives

[Show All Details](#) | [Hide All Details](#)

### Text Captions

He is returned to the Review page. He reviews the performance plan one last time. When satisfied, he selects **Return to Summary** at the bottom left corner of the page.

**Job Objectives**

[Show All Details](#) | [Hide All Details](#)

Details	Job Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
<a href="#">▶ Show</a>	Job Objective 1 - Safety	APPROVED						
<a href="#">▶ Show</a>	Job Objective 2 - Op Mgmt	APPROVED						

**Employee Self-Assessment**

☒ TIP Provide input that you wish to have considered as part of your performance rating assessment

**Interim Reviews**

[Create Interim Review](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

**Closeout Assessments**

[Create Closeout Assessment](#)


Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

[Return to Summary](#) [Transfer to Employee](#) [Update Appraisal](#) [Submit Recommended Ratings](#)

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**Text Captions**

He is returned to the Review page. He reviews the performance plan one last time. When satisfied, he selects **Return to Summary** at the bottom left corner of the page.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals









Rating Official

Performance Management As Rating Official

View All Appraisals By Employee

Plans/Appraisals in Progress

Create Performance Plan Go

Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Maggelon, Luke	Hollis, Aaron	01-Jan-2008	Ongoing	Open				
Maggelon, Luke	Zeigler, Adam	01-Jan-2008	Transferred	Open				

Completed Plans/Appraisals

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee

Appraisal Effective Date

Appraisal Type

Go Clear

Employee	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Appraisal Type	Details	Delete
No data exists.						

View All Appraisals By Employee

Notifications Appraisals Home Logout Preferences Help

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**Text Captions**

He is returned to the Plans/Appraisals in Progress page. From this page, Luke may view or print the performance plan on DD Form 2906 by selecting **Print** (the last icon on the row for each performance plan).

Adobe Acrobat Professional - [DD2906\_MAR2006[1].pdf]

File Edit View Document Comments Tools Advanced Window Help

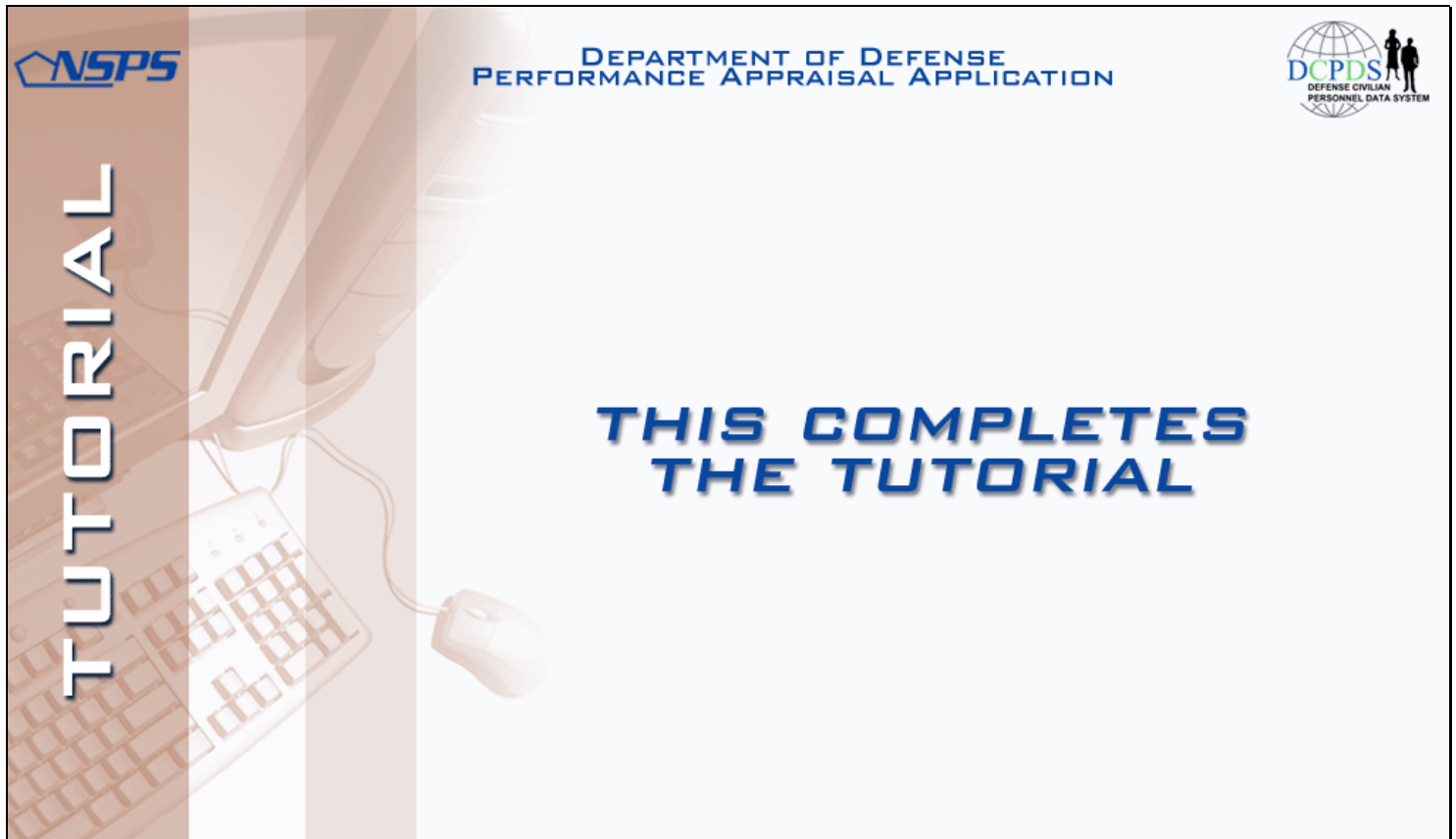
58%

Bookmarks Signatures Pages Model Tree Attachments

DEPARTMENT OF DEFENSE NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)			
PERFORMANCE PLAN			
INTERIM REVIEW(S) CLOSURE ASSESSMENT			
ANNUAL PERFORMANCE APPRAISAL			
(Please read Privacy Act Statement and Instructions before completing this form.)			
<b>PART A - ADMINISTRATIVE DATA</b>			
1. APPRAISAL PERIOD:	a. START DATE (YYYYMMDD) 20051001	b. END DATE (YYYYMMDD) 20070930	
2. EMPLOYEE NAME (Last, First, Middle Initial)	Hollis, Aaron		
3. SOCIAL SECURITY NUMBER (Last 4 digits)	XXXX-XX-XXXX		
4. POSITION TITLE	GENERAL ENGINEER		
5. PAY SCHEDULE/OCCUPATIONAL CODE/PAY BAND	YD / 0801 Engineering (OSFS) / 02		
6. ORGANIZATION	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		
7. PAY BAND RANGE AND BASE SALARY AS OF APPRAISAL START DATE	a. CURRENT BASE SALARY \$ 81,150		
8. DUTY STATION	512128013-HOBBSELYN / ARLINGTON / VIRGINIA		
9. PAYPOOL ID	b. BEGINNING OF RANGE \$ 38,175	c. END OF RANGE \$ 85,578	
<b>PART B - RELEVANT ORGANIZATIONAL MISSION/STRATEGIC GOALS</b>			
1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects. 2. Structure internal processes to quickly develop and deploy as-needed engineering solutions. 3. Streamline and improve processes to deliver world-class safety and occupational health programs.			
<b>PART C - PERFORMANCE PLAN DOCUMENTATION</b>			
The following signature blocks should be signed within 30 days from the start of the appraisal period, entrance on duty of a new employee, or upon formal change to this plan.			
1. MEANS OF DELIVERY (Enter date, under method used)	a. FACE-TO-FACE	b. TELEPHONE	c. OTHER (Specify):
2. a. PRINTED NAME OF RATING OFFICIAL/SUPERVISOR (Last, First, Middle Initial)	b. SIGNATURE		
c. TITLE AND ORGANIZATION SUPV GEN ENGINEER CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01			
3. a. PRINTED NAME OF HIGHER LEVEL REVIEWER (Last, First, Middle Initial)	b. SIGNATURE		
c. TITLE AND ORGANIZATION			
4. a. SIGNATURE OF EMPLOYEE (Receipt acknowledged. Signature does not indicate agreement or disagreement.)	b. DATE (YYYYMMDD)		

## Text Captions

He is returned to the Plans/Appraisals in Progress page. From this page, Luke may view or print the performance plan on DD Form 2906 by selecting **Print** (the last icon on the row for each performance plan).

**Text Captions**

Congratulations! This completes the demonstration of how to use the Performance Appraisal Application to establish a performance plan.

As you can see, the online tool supports and facilitates ongoing communication throughout the planning process and is a quick and easy tool to learn and use.

To support you as you spiral into NSPS, DoD is developing a series of user guides, online tutorials, and Web-based training to support use of the online tool suite.

For additional information on NSPS or the suite of online tools, visit the following Web sites:

Your Component web site

[http://www.cpms.osd.mil/nsps/performance\\_management.html](http://www.cpms.osd.mil/nsps/performance_management.html)

<http://www.cpms.osd.mil>.

We wish you well as you embark on completing your first NSPS performance plan.